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MANUAL OF RULES

SAN FRANCISCO POLICE DEPARTMENT

Prepared by: Personnel and Training Bureau
 Captain George Eimil, Director

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ALD M. SCOTT
 Chief of Police



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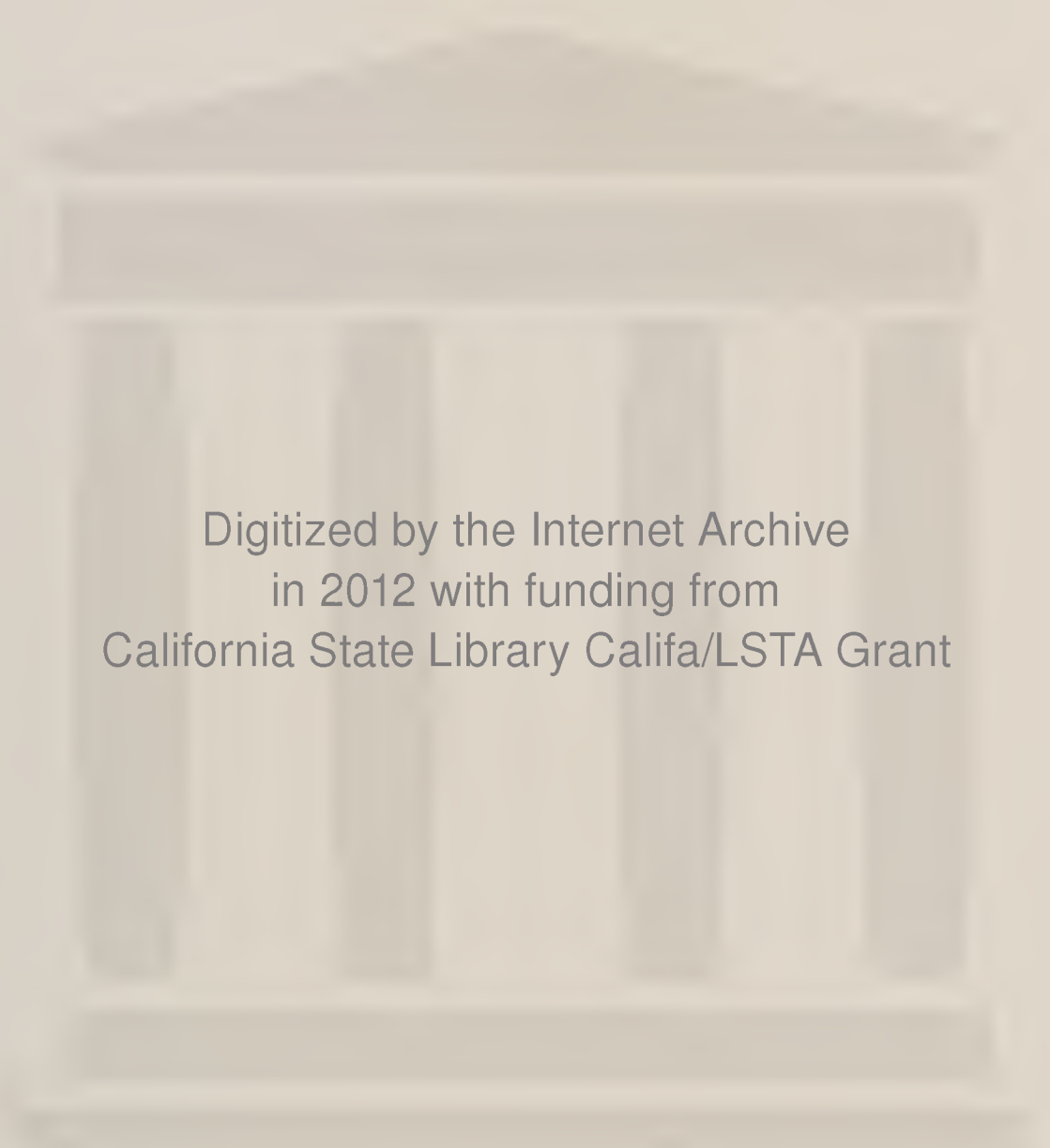
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MANUAL OF RULES

SAN FRANCISCO POLICE DEPARTMENT

Prepared by: Personnel and Training Bureau
Captain George Emil, Director

Approved by: DONALD M. SCOTT
Chief of Police

Adopted by: The Police Commission
Dr. Washington E. Garner, President
Robert E. Buckley
Marvin E. Cardoza

Number 48

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MANUAL OF RULES

This manual was prepared and reviewed by police officers for police officers. It is a text that contains the combined experience of members from all bureaus in the Department.

The Advisory Committee for revision of Rules and Procedures was established to write this manual. The Committee consisted of the following Department members.

Captain George Eimil, Chairman

Captain Edward B. Cummins

Captain Andrew J. Kristensen

Captain Edward J. Laherty

Lieutenant Raymond J. Canepa

Lieutenant Richard D. Klapp

Lieutenant Robert C. Seghy

Sergeant Michael S. Hebel

Sergeant Howard B. Jackson

PREFACE

The purpose of the Manual of Rules is to establish a basis for the orderly and disciplined performance of duty. This publication will provide a knowledge of what is expected of personnel generally and of all ranks and assignments specifically.

In compiling these Rules every effort has been made to confine them to those phases of official behavior which affect departmental operation and to avoid unwarranted or unnecessary intrusion upon the private lives and off-duty actions of members of the Department. In the eyes of the public, however, a police officer is never off-duty and his every act may be subject to scrutiny, interpretation and comment. Therefore, the regulations must be based upon departmental welfare, and individual desires are often of necessity subjugated to the best interest of the organization as a whole. It must be understood that no set of rules and regulations can be established that will cover every case which may arise in the discharge of his duty as a police officer. Much must be left to the good judgment and discretion of the individual.

At the time of issuance of the Manual of Rules, each member of the Department is required to acknowledge it's receipt in writing. It shall be the duty and the responsibility of each member of the San Francisco Police Department to become thoroughly familiar with the Manual of Rules. Individual familiarity with all rules and regulations minimizes the possibility of violations resulting from lack of knowledge.

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The following definitions will govern terminology used in all Manuals of the San Francisco Police Department. They are presented here to provide uniformity and clarification of terminology commonly used when discussing the operations and organization of the San Francisco Police Department.

- 1.1 ADMINISTRATIVE AIDE. A member assigned under a Commanding Officer to assist in the management, administration and coordination of a major functional unit, as well as perform such other duties as may be assigned.
- 1.3 BEAT. A geographical area of foot patrol.
- 1.5 BULLETINS. All orders and information relative to stolen property, missing persons, criminals wanted, announcements, and other communications and matters which should be known to the entire Department.
- 1.7 BUREAU. The following major organizational units within the Department:
- Administration Bureau
 - Community Relations Bureau
 - Inspectors Bureau
 - Intelligence Bureau
 - Internal Affairs Bureau
 - Juvenile Bureau
 - Narcotics Bureau
 - Patrol Bureau
 - Personnel and Training Bureau
 - Special Services Bureau
 - Technical Services Bureau
 - Traffic Bureau
- 1.9 CHARTER. The Charter of the City and County of San Francisco.
- 1.11 CHIEF. The Chief of Police
- 1.13 CITY AND COUNTY. The City and County of San Francisco.
- 1.15 COMMANDING OFFICER. A member assigned in charge of a major functional unit reporting directly to the Chief. Officer-in-charge of Juvenile Bureau; Internal Affairs Bureau and the members in charge of the various companies of the Patrol Bureau.
- 1.17 COMMISSION. The San Francisco Police Commission.
- 1.19 COMMISSIONED OFFICER. A member having the rank of Lieutenant or higher.
- 1.21 COMPANY/DIVISION. A subdivision of a bureau.
- 1.23 DAY. Twenty-four (24) hours commencing at 0000 hours and ending at 2400 hours the same day. The midnight watch shall be indicated as 0000 hours to 0800 hours; The day watch shall be indicated as 0800 hours to 1600 hours. The evening watch shall be indicated as 1600 hours to 2400 hours.

- 1.25 DEPARTMENT. The San Francisco Police Department.
- 1.27 DEPARTMENT MANUALS. Reference guides specifying the rules and procedures governing the conduct of personnel and operations of the Department.
- 1.29 DETAIL. A subordinate unit within a division or company or one or more members and/or employees of the Department temporarily assigned to accomplish a police purpose.
- 1.31 DISTRICT. An administrative area composed of patrol sections, sectors and beats under the command of a Captain.
- 1.33 DIVISION/COMPANY. A subdivision of a bureau.
- 1.35 EFFECT OF HEADINGS. Chapter and Rule headings do not in any manner affect the meaning or intent of the provisions of the Rules and Procedures.
- 1.37 FOLLOW-UP INDICATORS. Notices of incomplete, inaccurate, illegible completion of departmental source documents (e.g. citations, incident reports, etc.) or non-compliance with established departmental policy or procedures which require corrective action by commanding officers.
- 1.39 GENDER. The use of the masculine gender in any manual includes the female gender, when applicable.
- 1.41 GENERAL ORDERS. Orders relating to matters that need not be known to the entire Department or which are to be in effect temporarily, such as details, parades, funerals, or events affecting two or more districts.
- 1.43 INDICATION OF TIME AND DATE. All Department reports, records and citations requiring time indication shall be stated according to the 24 hour clock system. In correspondence going outside of the Department, the time shall be indicated in the conventional manner. The date shall be shown by writing the numerical designation for the month followed by the numeric designation for the day and then the last two digits for the year. Date shall have two digits for month, day and year.
- 1.45 LAWFUL ORDER. Any written or oral directive issued by a superior officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law, ordinance, or any departmental rule or procedure.
- 1.47 MAY. Indicates that the action is permissive.
- 1.49 MEMBER. Any person appointed to the Department as a full time, regularly salaried peace officer.
- 1.51 NON-COMMISSIONED OFFICER. A member holding the rank of Sergeant.
- 1.53 OFFICER-IN-CHARGE. Member assigned in charge of a subordinate division of a major functional unit under the supervision of a Commanding Officer. Unless otherwise designated, the senior member present for duty in any division, company or detail.

1.55 ORDER OF RANK. The following shall be the order of rank in the Department.

Chief
Deputy Chief
Chief of Inspectors
Supervising Captain
Director of Traffic
Department Secretary
Director of Personnel
Commanding Officer - Internal Affairs Bureau
Commanding Officer - Community Relations Bureau
Captain of Inspectors
Captain of Traffic
Commanding Officer - Technical Services Bureau
Commanding Officer - Bureau of Special Services
Captain
Lieutenant
Sergeant
Inspector
Assistant Inspector
Police Officer

- 1.57 PERMANENT ORDER. Orders on matters of continuing importance which should be known by the entire Department. Such orders will be incorporated into the appropriate Department Manual after a provisional period of operation.
- 1.59 PERSONNEL ORDERS. Orders relating to appointments, promotions, transfers, resignations, retirements, suspensions, dismissals, deaths, matters of commendation, and leaves of absence, other than annual leave.
- 1.61 PLATOON. Any number of members and/or employees assigned to a watch for duty purposes under the command of a Lieutenant.
- 1.63 PLOT. A geographical area into which districts are divided for statistical purposes. A reporting area.
- 1.65 PLURALITY OF WORDS. Where applicable, the singular includes the plural and the plural includes the singular.
- 1.67 POLICE EMPLOYEE. Every non-sworn member, appointed, assigned or detailed to the Department in a permanent or temporary Civil Service Classification. Whenever the word employee appears in this Manual, said word means police employee.
- 1.69 SECTION. A geographical area supervised by a patrol Sergeant.
- 1.71 SECTOR. A geographical area of motorized patrol.
- 1.73 SENIORITY. Seniority in the Department is established first by rank and secondly by the time served in such permanently appointed rank. Where conflict occurs because of identical service or dates of appointment, the member with the higher position on the Civil Service eligibility list from which the appointments were made is deemed to be the senior. In situations requiring decision or control, where the members are of equal rank, the senior will make the decision or exercise control unless otherwise directed. This does not absolve the junior member from the responsibility of performing his routine duty in the absence of orders to the contrary.

- 1.75 SHALL OR WILL. Indicates that the action required is mandatory.
- 1.77 SQUAD. A unit composed of a group of members, usually a subdivision of a platoon.
- 1.79 SUPERIOR OFFICER. The officer holding the higher command or supervisory rank.
- 1.81 SUPERVISORY OFFICER. A member assigned under a Commanding Officer or Officer-in-Charge, but above members assigned at the level of execution.
- 1.83 TENSE OF WORDS. Words used in the present tense include the future.
- 1.85 TRAINING BULLETIN. Bulletins published to keep members abreast of current police techniques and procedures. The information contained therein constitutes official departmental policy on the subject matter under consideration in the absence of other instructions to the contrary.
- 1.87 WATCH. A designated tour of duty.
- 1.89 WEEK. Seven (7) successive twenty-four (24) hour periods commencing at 0000 hours on Sunday.

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ORGANIZATIONAL RESPONSIBILITIES

- 2.1 MANAGEMENT OF POLICE DEPARTMENT. The government and management of the Department, its affairs and its members and employees shall be vested in the Police Commission under the provisions of Section 3.530 of the Charter.
- 2.3 COMMISSION'S APPOINTMENTS. The Police Commission shall appoint:
- .1 The Chief of Police
 - .2 Patrol Special Officers
- 2.5 CHIEF'S APPOINTMENTS. The Chief of Police shall appoint:
- .1 From among Captains of Police:
 - a. Deputy Chief
 - b. Chief of Inspectors (subject to Commission approval)
 - c. Director of Traffic (subject to Commission approval)
 - d. Supervising Captain
 - e. Department Secretary
 - f. Director of Personnel
 - g. Commanding Officer, Internal Affairs Bureau
 - h. Captain of Inspectors
 - i. Captain of Traffic
 - j. Commanding Officer, Technical Services Bureau
 - k. Commanding Officer, Bureau of Special Services
 - .2 From among Lieutenants or higher:
 - a. Commanding Officer, Narcotics Bureau
 - b. Officer-in-Charge, Planning and Research Bureau
 - c. Commanding Officer, Juvenile Bureau
 - d. Commanding Officer, City Prison
 - e. Officer-in-Charge, Communications Division
 - f. Officer-in-Charge, Legal Office
 - g. Commanding Officer, Intelligence Bureau
 - .3 From among members:
 - a. Commanding Officer, Community Relations Bureau
 - b. Inspector of School Traffic Patrols
 - c. Inspectors, from among those who have held the position of assistant inspector for two (2) years
 - d. Legal Officer
 - e. Property Clerk
 - f. Secretary, Police Commission
 - .4 From among qualified persons:
 - a. Assistant patrol special officers
 - b. Special officers
 - c. Reserve police officers
 - d. Medical Director
 - e. Police Chaplains

.5 Subject to Civil Service Examination and Qualifications:

- a. Captains
- b. Lieutenants
- c. Sergeants
- d. Assistant Inspectors
- e. Police Officers
- f. Criminologist
- g. Laboratory Technician (Criminalist)
- h. Police Employees

RESPONSIBILITY OF RANK AND FUNCTION

2.7 CHIEF OF POLICE

- .1 Shall be the Chief Executive Officer of the Department and shall be chargeable with and responsible for the execution of criminal laws and penal ordinances, rules and procedures of the Department and orders of the Commission.
- .2 Shall devote his whole time to police work and shall have control and direction of all members and police employees in the lawful exercise of his functions, with exclusive power to assign or transfer any member or employee to a Bureau, Division, Company or Detail of the Department, or to detail any of them to such public services as he may direct.
- .3 Shall maintain and enforce law and discipline so as to secure complete efficiency in the Department.
- .4 Shall have the power to issue orders and instructions to members and employees not inconsistent with or contrary to law, or to the rules of the Commission. Such orders may be written or oral, and all members and employees affected shall observe, obey and enforce them.
- .5 Shall, subject to the orders and directions of the Commission, have control of such prisons of the City and County as are not by the general law under the control of the Sheriff.
- .6 Shall possess powers of general police inspection, supervision and control over all persons and places engaged in any business or calling for which a permit, subject to Department investigation and issuance, is required.
- .7 Shall attend all meetings of the Commission in uniform, and act as prosecutor in all hearings before it. Provided, however, that he may designate another member to act as prosecutor.
- .8 Shall designate a commissioned officer to serve as Acting Chief if the Deputy Chief is not available to serve.
- .9 May refuse to issue any permit that is subject to Department investigation and issuance, if it shall appear that the character of the business or the applicant requesting such permit does not warrant the issuance thereof.

- .10 May revoke any such permit as soon as it shall appear that the business or calling of the person to whom it was granted is conducted or maintained in a disorderly or improper manner, or that the place in which the business is conducted or maintained is not a proper or suitable place in which to conduct or maintain such business or calling.
- .11 May at his discretion or upon the petition of any person, firm or corporation, appoint and, at his pleasure, remove special police officers.
- .12 Shall provide for the care and restitution of property that may come into the possession of the Department or into the possession of any member thereof. Shall provide for the sale at public auction of such unclaimed property, as well as the disposition of such property as consists of weapons or articles used, or that may be used in the commission of crime, or the sale or disposition of which is prohibited by law.
- .13 The Chief may for disciplinary purposes suspend a member or police employee for a period of time not to exceed ten (10) days for violation of the Rules and Procedures of the Department.
- .14 When the improper conduct of a member or police employee is of such a nature that immediate or emergency disciplinary action is required, a member or police employee may be suspended by the Chief pending disciplinary hearing before the Commission. In case of such suspension, the Chief shall immediately report such suspension to the Commission with the reasons thereof in writing.

2.9 DEPUTY CHIEF

- .1 Shall report directly to the Chief, and assist him in the execution of his office and have such powers, and perform such duties as the Chief may direct.
- .2 Shall, in the absence of the Chief, act in his stead and during such absence shall possess all powers of the Chief in the conduct of the business of the Department, and in carrying out the orders and policies of the Chief. He shall not alter, revise or countermand such orders or policies except in case of an emergency.
- .3 Shall be responsible for the following functions:
 - a. Conduct permit hearings regarding any permit that is subject to Department investigation and issuance.
 - b. Supervise and control:
 - 1) Internal Affairs Bureau
 - 2) Legal Unit
 - 3) Staff Inspection Unit
 - 4) Juvenile Bureau

2.11 COMMANDING OFFICER, INTERNAL AFFAIRS BUREAU

- .1 Shall report to the Deputy Chief.

.2 Shall be responsible for the following functions:

- a. Receive and register complaints made against policy, personnel, or procedures of this Department.
- b. Maintain a confidential complaint file and investigations pertaining thereto.
- c. Coordination, assignment and investigation of complaints assigned to his Bureau.
- d. Investigation of and taking of taped statements from complainant, witnesses and department personnel in serious cases.
- e. Submit completed investigations to the Deputy Chief with conclusions and recommendations.
- f. Inform Deputy Chief of all important matters coming to the attention of this Bureau.
- g. Liaison with the F.B.I. and other related government agencies (civil rights cases.)
- h. Liaison with the District Attorney when the complaint has as its basis the arrest of the person making the complaint.
- i. Rapport with the Human Rights Commission, American Civil Liberties Union, and various other groups.
- j. Instruct Supervisory personnel as to the procedure for processing complaints against members and employees.

2.13 OFFICER-IN-CHARGE, LEGAL OFFICE

.1 Shall report to the Deputy Chief.

.2 Shall be responsible for the following functions:

- a. Investigate all claims and civil suits against the Department.
- b. Maintain a file on all assaults against police officers.
- c. Conduct the rehabilitation and pardon program.
- d. Provide legal representation for the Department before judicial bodies and Boards when required.
- e. Prepare charges and suspensions against members and police employees.
- f. Maintain a current file and prepare identification cards for all Consular Corps members in San Francisco.
- g. Acknowledge and answer various court orders relative to police matters.
- h. Prepare answers to interrogatories for City Attorney's Office.
- i. Preparation of Legislation.
- j. Represent the Police Department before the Board of Permit Appeals.
- k. Maintain a current Law Library and prepare information bulletins relative to legislation and case law of interest to members.
- l. Answer inquiries from members and prepare correspondence relative to legal matters.
- m. Arrange for transportation and living expenses for members answering subpoenas from outside jurisdictions.
- n. Supervise proposed legislation affecting the department or its operation.

2.15 LEGAL OFFICER

.1 Shall perform those duties as assigned by the Officer-in-Charge, Legal Office.

2.17 OFFICER-IN-CHARGE, STAFF INSPECTION UNIT

- .1 Shall report to the Deputy Chief of Police and shall work those hours assigned by the Deputy Chief of Police.
- .2 The ultimate purpose and objective of an inspection is to improve an organization's operational efficiency and upgrade its professional standards. All inspectional efforts shall be directed to this end.
- .3 Shall have the authority and responsibility to inspect all Department personnel and to insure that all members and police employees are properly attired, equipped and functioning in accordance with the Department Manuals.
- .4 Staff Inspection Personnel shall take personal command under the following circumstances:
 - a. When the actions of members of the Department would reflect discredit on the reputation or efficiency of the Department.
- .5 Members of the Staff Inspection Unit shall, while on duty, be in the communication net, whether by telephone or radio.
- .6 This unit shall conduct a formal inspection of the various bureaus, divisions, companies and details of the Department upon direction of the Chief or Deputy Chief and submit a written report of its findings.
 - a. Such unit may appear at any bureau, division, company or detail at anytime for the purpose of conducting an inspection to insure that all members and police employees are properly attired and equipped and are functioning in accordance with the Department's Manuals.
 - b. The command and supervisory officers in charge of the bureau, division, company or detail being inspected shall cooperate with and show courtesy toward the Staff Inspection Unit.
 - c. Such unit shall immediately report in writing to the Chief of Police any serious deficiencies which are detected.
- .7 Such unit shall utilize the Staff Inspection Form to accurately and carefully record its observations, noting all inadequacies in appearance, uniform, equipment or operating procedures.
 - a. Said report shall be submitted to the Deputy Chief, reflecting the findings and recommendations of the Staff Inspection Unit.
 - b. A copy of said report shall be provided to the Commanding Officer of the particular organizational unit upon completion of the inspection.
- .8 The Commanding Officer of the bureau, division, company or detail inspected shall promptly correct or promptly cause to be corrected all uniform, equipment or operational procedure violations which are noted in the Staff Inspection form.

- a. In the event that the Commanding Officer does not believe that a violation has in fact occurred, he shall submit a report to the Deputy Chief explaining his position.
- .9 The functions of the Staff Inspection Unit shall in no way relieve command or supervisory officers of their responsibilities.

2.19 COMMANDING OFFICER, JUVENILE BUREAU

- .1 Shall report to the Deputy Chief and shall be responsible for the following functions:
 - a. Juvenile Investigations: All criminal matters wherein a minor under eighteen years is involved either as victim or perpetrator are the investigative responsibility of the Juvenile Bureau with the exception of: Auto Theft, Armed Robbery (with deadly weapon), Auto Boosting, Burglary (of residence, business, colleges, universities, trade schools), Fraud (credit cards, pickpockets, trick and device), Gambling, Homicide, Forcible Rape, Kidnap, Prostitution, Narcotics and Traffic Cases. Also responsible for crimes against schools, playgrounds and recreation centers.

Inclusive Incidents:

Aided Cases (Juvenile victim)
 Annoying or Molesting children
 Battery, Assaults, Assaults with Deadly Weapon
 Burglary (of pre-school centers, elementary and secondary schools, playgrounds, or recreation centers only)
 Bicycle Thefts (lost, found, impounded)
 Child-Beating (willful, abuse or injury)
 Child-Neglect
 Child-Stealing
 Crimes against children
 Curfew
 Confiscation of BB Guns, Sling-Shots, similar articles
 Desertion of Minor
 Disturbing the Peace
 Escape (Juveniles from custody)
 Grand Thefts (Purse-Snatch without deadly weapons)
 Grand Thefts (Shoplifting - Juvenile Suspect)
 Indecent Exposure (Juvenile Victim or Suspect)
 Loitering around elementary or secondary schools
 Malicious Mischief
 Petty theft and shoplifting (Juvenile Suspect)
 Robbery - Strong Arm (no weapon involved) Juvenile suspect or victim
 Missing and Found Juveniles
 Runaways
 Unlawful Sexual Intercourse 261.5 PC (Rape w/o force or fear)

b. Maintenance of the following records:

Juvenile Offenders and Victims
Adult Victims (wherein case is assigned to Juvenile Bureau)
Adult Offenders (Photos and Criminal Classification Files)
Bicycles (Licenses, Stolen, Found & Recovered Bike Records)

c. Delinquency Prevention:

Police Youth Program
Drug Abuse Prevention Program
Speaking engagements
Public Presentations
Police Activities League

d. Missing Juveniles - Found Juveniles:

Runaways
Lost Children
Out of city/state notification and coordination
Found juveniles
Shelter

e. Liaison:

- 1) With public and private agencies affiliated with youth.
- 2) With district stations, bureaus and details in the dissemination of information relating to their activities for coordination of efforts resulting in the fulfillment of the police function regarding juveniles.
- 3) With Legal Office regarding legislative proposals, amendments, etc., involving juveniles.
- 4) Supervision of liaison with Youth Guidance Center for better coordination of work efforts between police, Juvenile Court and Juvenile Probation Department.

f. Identification:

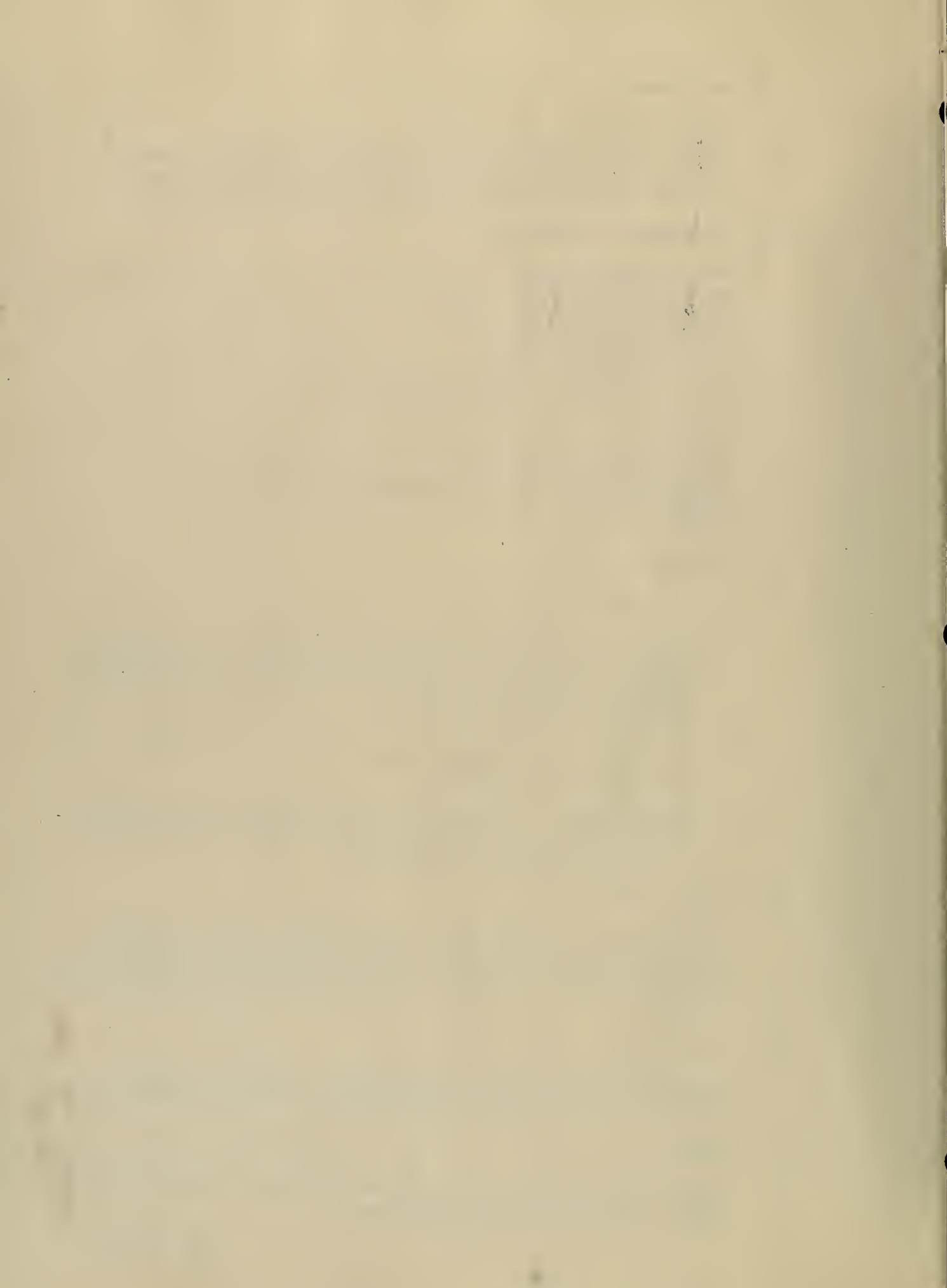
Supervision and maintenance of Visual-identification files and coordination with other investigative details in the showing of adult and juvenile offender's photos to victims for identification purposes.

g. Processing:

Supervision and control of processing of juvenile offenders who have been cited or taken into custody.

h. Office:

Supervision of office which is open for business every day from 0800 to 0300 hours the following day.



2.21 SUPERVISING CAPTAIN

- .1 Shall report to the Chief and command the Patrol Bureau consisting of:

Company "A" - Central Station District 1

Company "B" - Southern Station District 2

Company "C" - Southeast Station District 3

Company "D" - Mission Station District 4

Company "E" - Northern Station District 5

Company "F" - Park Station District 6

Company "G" - Richmond Station District 7

Company "H" - Ingleside Station District 8

Company "I" - Taraval Station District 9

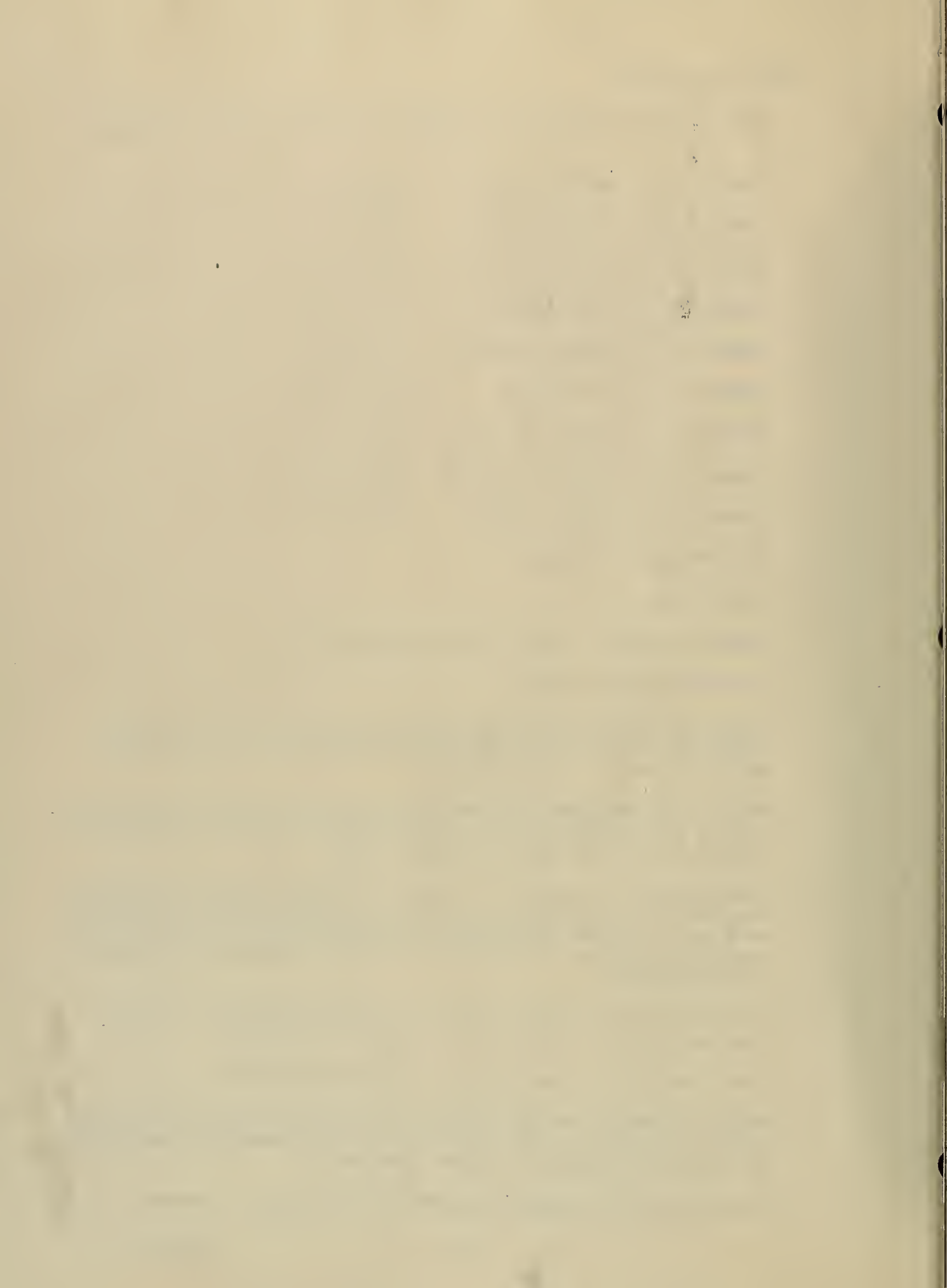
Crime Prevention Company

City Prison

Operations Center - Patrol Bureau Headquarters

Helicopter Patrol Detail

- .2 Shall be responsible for the proper enforcement by Patrol Bureau commanders of all penal laws and ordinances and the rule and procedural manuals of the Department.
- .3 Shall, at unannounced and irregular hours, visit the districts observing and inspecting members and employees and shall inspect station records to see that they are properly kept.
- .4 Shall attend the station roll call at frequent intervals observing the manner in which they are conducted and the condition of the members as to uniforms and equipment when reporting on or off duty. He shall make necessary corrections in improper procedures or unfavorable conditions.
- .5 Shall keep the business portion of his office open at all times. Such portion shall be known as the Operations Center.
- .6 Shall coordinate all activities of the Patrol Bureau.
- .7 Shall, subject to the direction of the Chief, have control over and make such changes in the distribution of the personnel or equipment in the Patrol Bureau as he deems necessary.
- .8 Shall apportion personnel among the Patrol Bureau as needed.



- .9 Shall inspect and maintain such copies of the deployment reports and daily assignment sheets from all patrol units as he deems necessary.
- .10 Shall confer with, advise and assist district commanders and, subject to approval of the Chief, may arrange, alter or change assignments of the Patrol Bureau when he deems it necessary.
- .11 Shall, in case of emergency in a district, confer with the district commander as to the manner of handling and policing the situations and, if necessary, assume command during the emergency.
- .12 Shall call conferences with district commanders and heads of other bureaus when necessary.
- .13 Shall conduct special inquiries and inspections and perform such other duties as may be assigned by the Chief or Deputy Chief.
- .14 Shall attend meetings of the Commission in uniform, when a member of his command is called before the Commission for disciplinary hearing.
- .15 Shall receive and process applications for appointment of Patrol Specials and their assistants and process requests for beat sales and changes.
- .16 Shall be a member of the Department Accident Board of Review and the Weapons Discharge Board.
- .17 Shall act as liaison for the Chief as a Regional Coordinator of Mutual Aid Activities.
- .18 Shall, when necessary, assume personal command of multi-district police operations.
- .19 Shall evaluate City and district wide criminal information, analyze and disseminate same to the district commanders for guidance.
- .20 Shall frequently meet, consult with and advise district commanders individually on their district problems.

2.23 COMMANDING OFFICER, CITY PRISON

- .1 Shall see that lawful orders issued by the Chief of Inspectors regarding prisoners in his custody are efficiently executed.
- .2 Shall report to the Supervising Captain and have control and management of the City Prison and be responsible for the following functions:
 - a. The care, custody, feeding, housing and clothing of persons, confined within the City Prison following arrest or on Court order.
 - b. The booking, search and processing of persons brought to the City Prison for confinement.
 - c. The transfer of prisoners to the proper courts at the appointed times for trial or arraignment.

- d. Proper segregation of prisoners as provided by law.
- e. Release of prisoners upon the receipt of proper bail or on own recognizance upon receipt of proper authority.
- f. Transfer of persons to and from the County Jail or Juvenile Hall as required.
- g. Cause transfer of persons in need of medical attention requiring hospitalization.
- h. Supervision over all personnel, visitors, or other persons entering the prison on lawful business while such persons are in the jail.

2.25 OPERATIONS CENTER, MEMBERS

- .1 Shall report to the Supervising Captain. During the absence of the Supervising Captain, shall be directed by a night commander.
- .2 Shall represent the Chief of Police when the Chief's office is closed.
- .3 Shall initiate the notification of the Chief of Police and other command officers of matters which should be brought to their attention immediately when the Chief's office is closed. Shall, as far as possible, seek out and be aware of public operations and activities of all segments of the Department in order to brief command personnel if needed.
- .4 Shall advise and coordinate activities among Department units during those hours when the Chief's office is closed.
- .5 Shall be the channel through which all extraordinary interunit requests for assistance are processed during those hours when the Chief's office is closed.
- .6 Shall notify investigative units charged with continuing investigations when requested by field units and procedures require such notification.
- .7 Shall make temporary emergency details (one watch or less) of personnel and equipment among units when needed.

2.27 OFFICER-IN-CHARGE, HELICOPTER PATROL DETAIL

- .1 Shall report to the Supervising Captain.
- .2 Shall provide support and assistance to the ground units of the Department and shall coordinate the activities of the various units at the scene of a police incident.
- .3 Shall be responsible for the care and maintenance of all Department property assigned to the Helicopter Detail, and shall report in writing to his Commanding Officer any deficiencies thereof. Shall see that all flight personnel observe all rules, regulations and laws pertaining to helicopter operations.

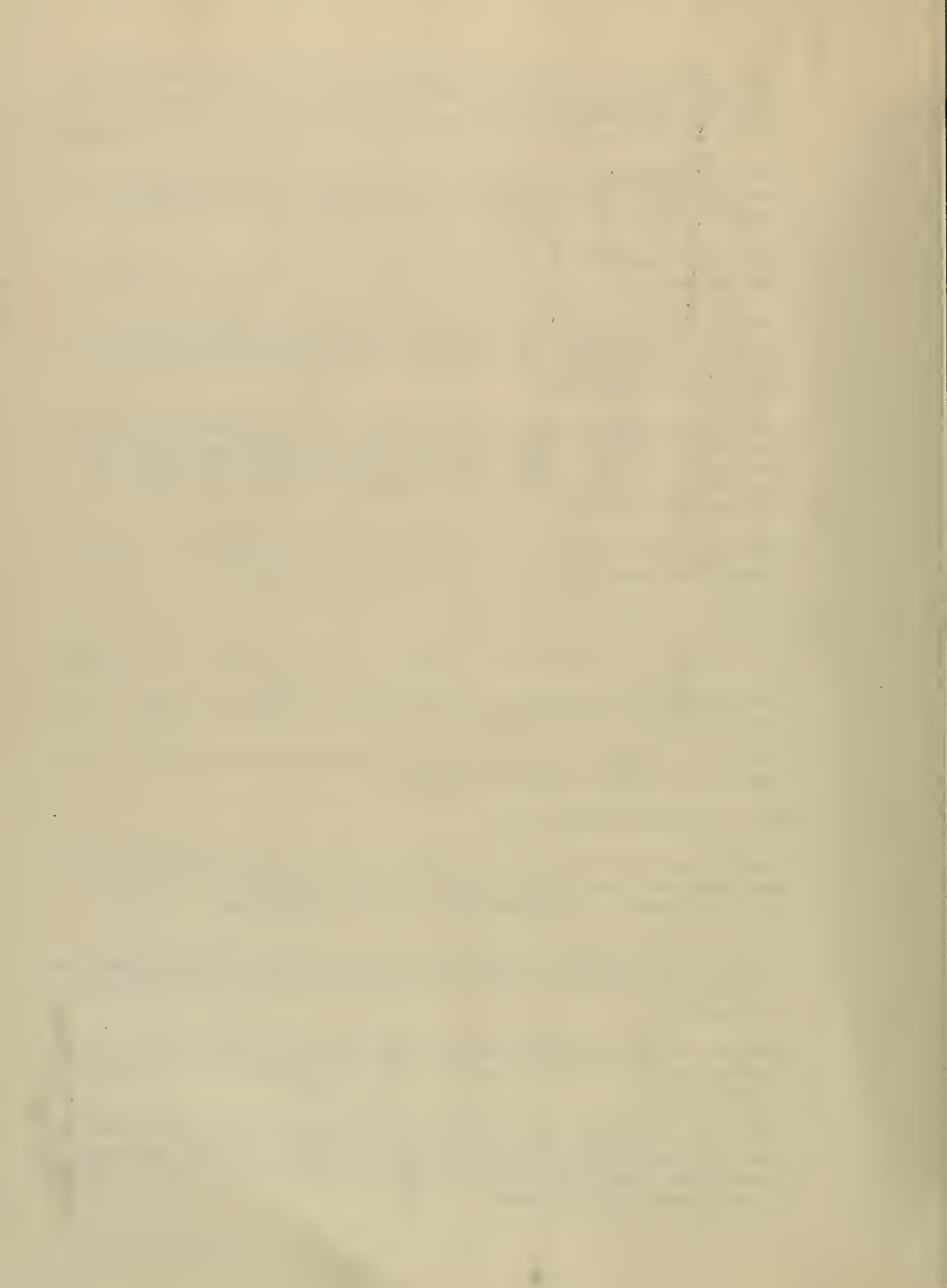
- .4 Shall report in writing to his Commanding Officer indicating materials and supplies required for the Helicopter Patrol Detail. He shall receive all such materials and supplies as authorized and shall not accept any inferior in quality or not in conformity with contract requirements.
- .5 Shall be responsible for the training of members of the Helicopter Detail and shall report in writing to his Commanding Officer whenever a member is unsuited for the Helicopter Patrol Detail.
- .6 Shall have supervision of the helipads as may from time to time be designated.
- .7 Shall report in writing to his Commanding Officer whenever the conditions of the helipads become unsuitable for service or when additional helipads are necessary to effectively carry out the mission of the Helicopter Patrol Detail.
- .8 Shall be the Department's Liaison Officer with the appropriate State and Federal Agencies related to the operation of the helicopter and helipads. He shall report in writing to his Commanding Officer the results of all such meetings and conferences with appropriate State and Federal Agencies.
- .9 Shall be responsible for the preparation and maintenance of a standard operational procedure manual for helicopter operations.

2.29 CHIEF PILOT, HELICOPTER PATROL DETAIL

- .1 Shall report to the officer-in-charge of the Helicopter Patrol Detail.
- .2 Shall, under the direction of the officer-in-charge, be responsible for the training of the Department's helicopter pilots.
- .3 Shall, in the absence of the officer-in-charge, be responsible for the safe and efficient operation of the unit.

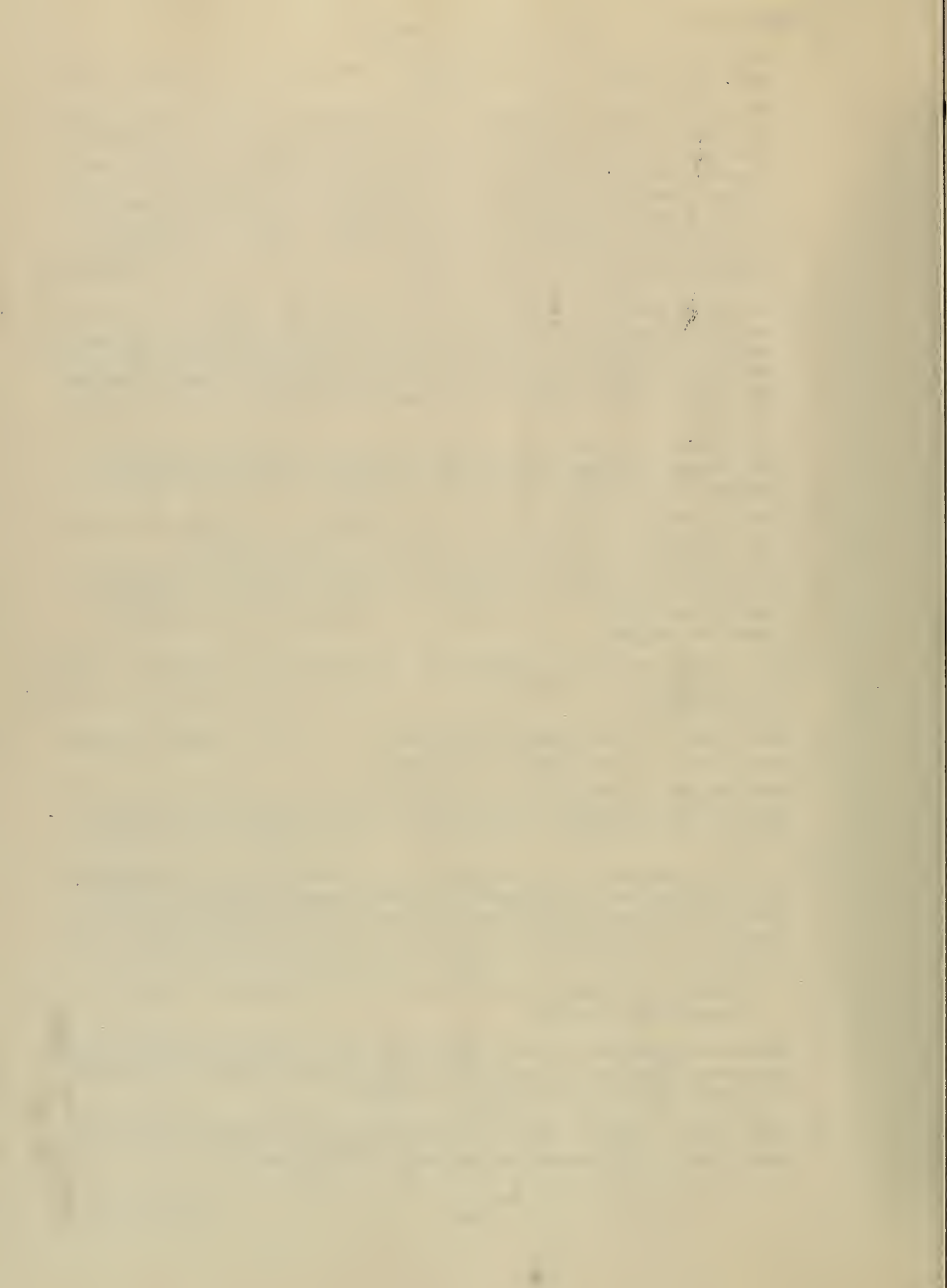
2.31 MEMBER, HELICOPTER PATROL DETAIL

- .1 Members while on duty shall be responsible for the proper care of all equipment and shall report in writing to the officer-in-charge when said equipment is lost, damaged, unsafe or inoperable.
- .2 Members of the Helicopter Patrol Detail shall not allow any person, other than authorized, to be carried as a passenger without permission of the Chief of Police, Supervising Captain, or Officer-in-Charge of the Detail.
- .3 Members of the Helicopter Patrol Detail shall while on duty be in the uniform specified in the Standard Operating Procedures unless otherwise authorized.
- .4 Shall be responsible for the efficient execution of assigned duties and shall be bound by the Standard Operating Procedures of the Helicopter Patrol Detail and governed by all pertinent FAA regulations and manufacturers operating procedures.



COMMANDING OFFICER, CRIME PREVENTION COMPANY

- .1 Shall report to the Supervising Captain and keep him informed of the activities engaged in by the Company.
- .2 The Crime Prevention Company shall be composed of specially equipped and trained squads of members organized into platoons to handle civil disturbances, crowd control, organized demonstrations, raids on barricaded criminals, abrogation of concealed gunners, saturation patrol of high crime areas, special crime suppression assignments, searches of buildings and places for hidden criminals, security searches of the City and County detention facilities, patrol of the parks, beaches, playgrounds and other recreation areas of the City not readily adaptable to efficient patrol by foot or auto.
- .3 Shall have authority over and shall supervise the platoons of the Crime Prevention Company, the Stables of the Department and all buildings and facilities housing his units, the horses of the Department, the Department dogs, and all equipment and material assigned for use of the members of his command and shall be responsible for the proper care and use thereof.
- .4 Shall exercise supervision and control over the members, assigned to this company, trained in explosive ordnances when said members are engaged in the performance of this function.
- .5 Shall maintain liaison with the Superintendent of the Recreation and Park Department and ascertain the need of patrols therein.
- .6 Under the direction of the Supervising Captain, shall be responsible for maintaining current information on crime and problem areas and shall direct patrol of such areas by the members of his command not otherwise engaged.
- .7 Shall conduct training programs for the members of his Company to assure that horses, dogs, motorcycles and other specialized equipment are properly employed.
- .8 Shall report to the Supervising Captain, in writing, regarding members unsuitable for assignment in the Company.
- .9 When engaged in saturation or concentrated patrol efforts, shall notify the Officer-in-Charge of the police district involved and advise him regarding the presence and objectives of the members of his command.
- .10 Shall be responsible for assignment of personnel to police emergencies or situations which may exceed the normal operating capacity of the district station personnel and shall assist in relieving stations of overloads of called-for-services when not otherwise engaged and so requested by the Officer-in-Charge of the police district.
 - a. Members so engaged shall be subject to the orders of district supervising personnel.
- .11 Shall be responsible for the selection, care, training, and use of the Department's horses and dogs, the cleaning and maintenance of the kennels and stables and the security of same.
- .12 Shall order, receive and issue such supplies as are necessary for the operation of the animals and equipment of the company.



2.35 OFFICER-IN-CHARGE, DOG PATROL DETAIL

- .1 Shall report through his platoon commander to the Commanding Officer, Crime Prevention Company.
- .2 In addition to responsibility of his rank, shall have supervision of the dogs of the Department and all equipment relative thereto, and shall be responsible for the proper care of such dogs and equipment.

2.37 MEMBER, DOG PATROL DETAIL

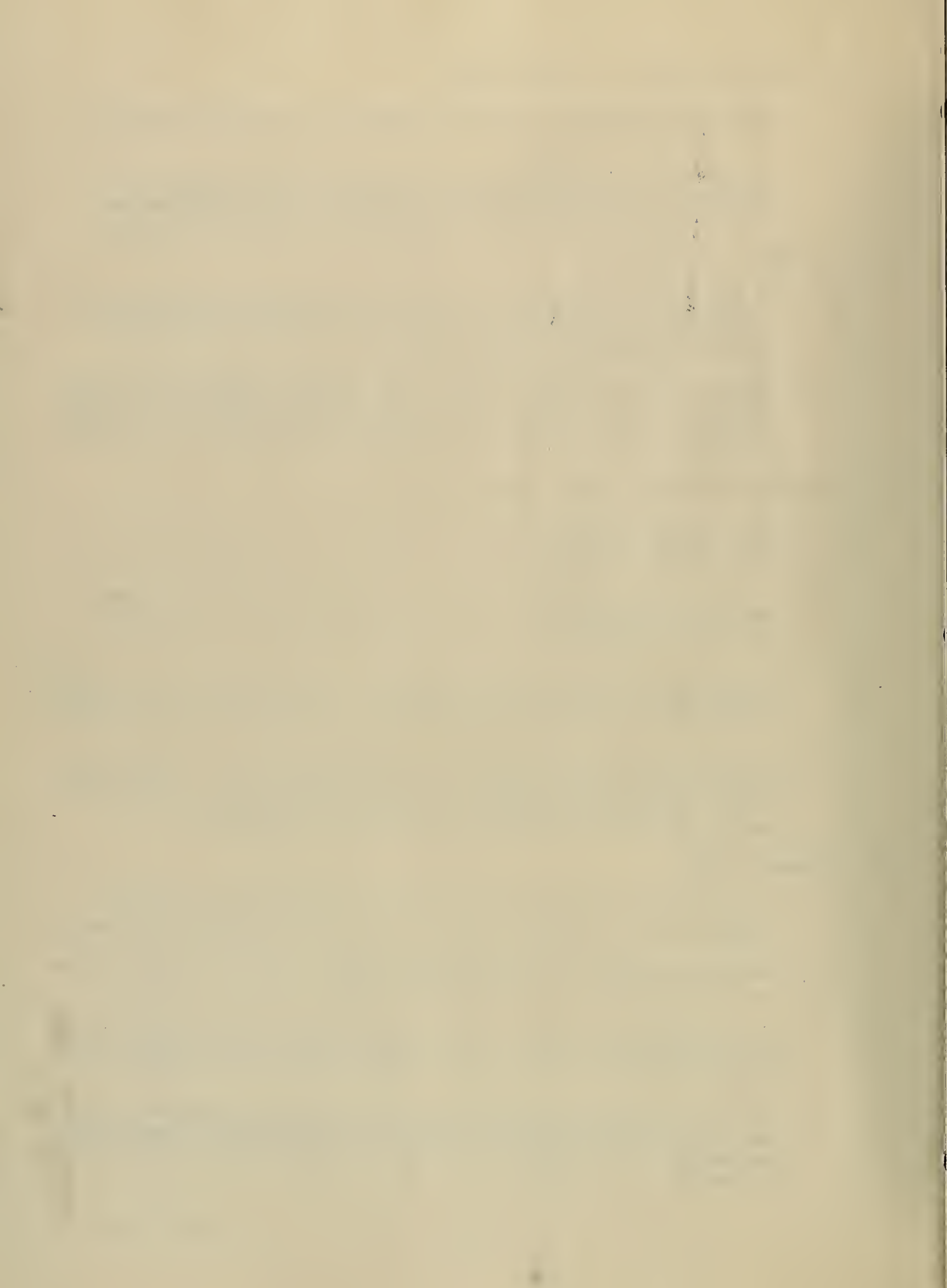
- .1 In addition to responsibility of his rank, a member of the dog patrol detail shall be responsible for the proper care and control of his dog and the equipment assigned to him.
- .2 Members shall immediately report to his Officer-in-Charge any sickness of or injury to his dog, and shall make a written report to his Commanding Officer setting forth the circumstances surrounding such sickness or injury.

2.39 OFFICER-IN-CHARGE, MOUNTED PATROL DETAIL

- .1 Shall report through his platoon commander to the Commanding Officer, Crime Prevention Company.
- .2 In addition to responsibility of his rank, shall have supervision of the horses and equipment of the Department and shall be responsible for their proper care.
- .3 Shall have supervision of the stablemen of the Department and may assign them to duty in the stables as required. He shall report in writing to his Commanding Officer any neglect of duty on the part of a stableman.
- .4 Shall forward written reports to his Commanding Officer indicating materials and supplies required for the mounted service. Shall receive all such materials and supplies and shall not accept any inferior in quality and not in conformity with contract requirements.

2.41 MOUNTED MEMBER

- .1 In addition to responsibility of his rank, shall while on duty, be responsible for the proper care and custody of his horse and equipment.
- .2 Shall not, except in the performance of police duty, or in case of personal necessity, leave his horse unattended.
- .3 Shall immediately report to the Officer-in-Charge of the Mounted Detail any sickness of or injury to his horse and make written reports to his Commanding Officer.
- .4 Shall before going on patrol see that his horse and equipment are clean and in good condition and shall report to the Officer-in-Charge of the Mounted Detail, any neglect on the part of the stablemen in caring for his mount.



- .5 Shall not use his horse except in the performance of police duty.
- .6 Unless a faster gait is necessary in emergencies, his horse shall be ridden at a walk.
- .7 Shall not allow any member or other person to mount or ride his horse. Shall not, except in case of emergency or upon orders of a superior officer, cause his horse to be brought to or taken from the stables by any other member or other person.

2.43 STABLEMEN

- .1 Shall report on and off duty to the Officer-in-Charge, Mounted Patrol Detail.
- .2 Shall promptly obey all lawful orders of superior officers.
- .3 Shall be responsible for the cleanliness, condition, feeding and grooming of horses, and for the proper cleaning and care of equipment, stables and stalls.
- .4 Shall not smoke or use uncovered lights at anytime in the stables.
- .5 Shall in the case of sickness or injury of a horse, report the fact immediately to the Officer-in-Charge of the Mounted Detail.

2.45 OFFICER-IN-CHARGE, PARK AND BEACH PATROL DETAIL

- .1 Shall report through his platoon commander to Commanding Officer, Crime Prevention Company.
- .2 Shall be responsible for the care and maintenance of the vehicles assigned to the Park and Beach Patrol Detail and shall report in writing to his Platoon Commander any deficiencies thereof.
- .3 The Park and Beach Patrol Detail shall be assigned to patrol such areas as designated by the Commanding Officer, Crime Prevention Company.

2.47 OFFICER-IN-CHARGE, EXPLOSIVE ORDNANCE DISPOSAL DETAIL

- .1 Report to the Commanding Officer, Crime Prevention Company.
- .2 Shall be responsible for the training of the detail members. He shall maintain liaison with other departments and agencies and with the Inspectors Bureau on matters pertaining to explosive ordnance techniques and devices. He shall supervise the maintenance of explosive ordnance disposal equipment, recommend replacement or new acquisitions. He shall report on damaged or unserviceable equipment.
- .3 He shall maintain the files and be responsible for the security on matters relating to explosive ordnance disposal. He shall screen all EOD information and disseminate matters of interest to EOD members and/or other members of the Department.

- .4 He shall perform other duties and functions as may be assigned or authorized by his Commanding Officer. He shall advise the Officer-in-Charge of the Dog Patrol Detail on training needs of bomb search dogs.

2.49 OFFICER-IN-CHARGE, UNDERWATER RECOVERY DETAIL

- .1 Report to the Commanding Officer, Crime Prevention Company.
- .2 The Officer-in-Charge shall provide a roster of qualified members to the Supervising Captain for posting in the Operations Center.
- .3 Members of this Detail shall be called for underwater recovery only on the authority of the Supervising Captain, or of a member of the Staff Inspection Unit, or Officer-in-Charge of the Operations Center.
- .4 Each member of this Detail shall provide and maintain, at his own expense, all necessary equipment for this type of operation.
- .5 When called upon to perform underwater service, the member shall be considered to be on duty as if called upon to perform any other type of police service.
- .6 Members shall provide, at their own expense, a distinctive insignia of a type approved by the Chief. Such insignia shall be worn upon the diving dress or other garment worn when participating in diving activities.

2.51 CHIEF OF INSPECTORS

- .1 Shall report to the Chief.
- .2 Shall keep his office open during regular business hours.
- .3 Shall make such reports and keep such records as are necessary to efficiently execute the functions of his bureau.
- .4 Shall cause cases assigned to his bureau to be thoroughly and efficiently investigated.
- .5 Shall, subject to the direction of the Chief, have control, assign and respond to all correspondence pertaining to the work of the bureau.
- .6 Shall make details for extradition and other cases when prisoners are to be returned from other jurisdictions by members of his command.
- .7 Shall acquire and properly disseminate all possible information concerning places in the City and County known to be or suspected of being locations of criminal activity.
- .8 Shall, when an arrest is made by a member, assign a member of his command specializing in the type of offense for which the defendant was arrested to assist the arresting officer in preparing the case for proper presentation in court.

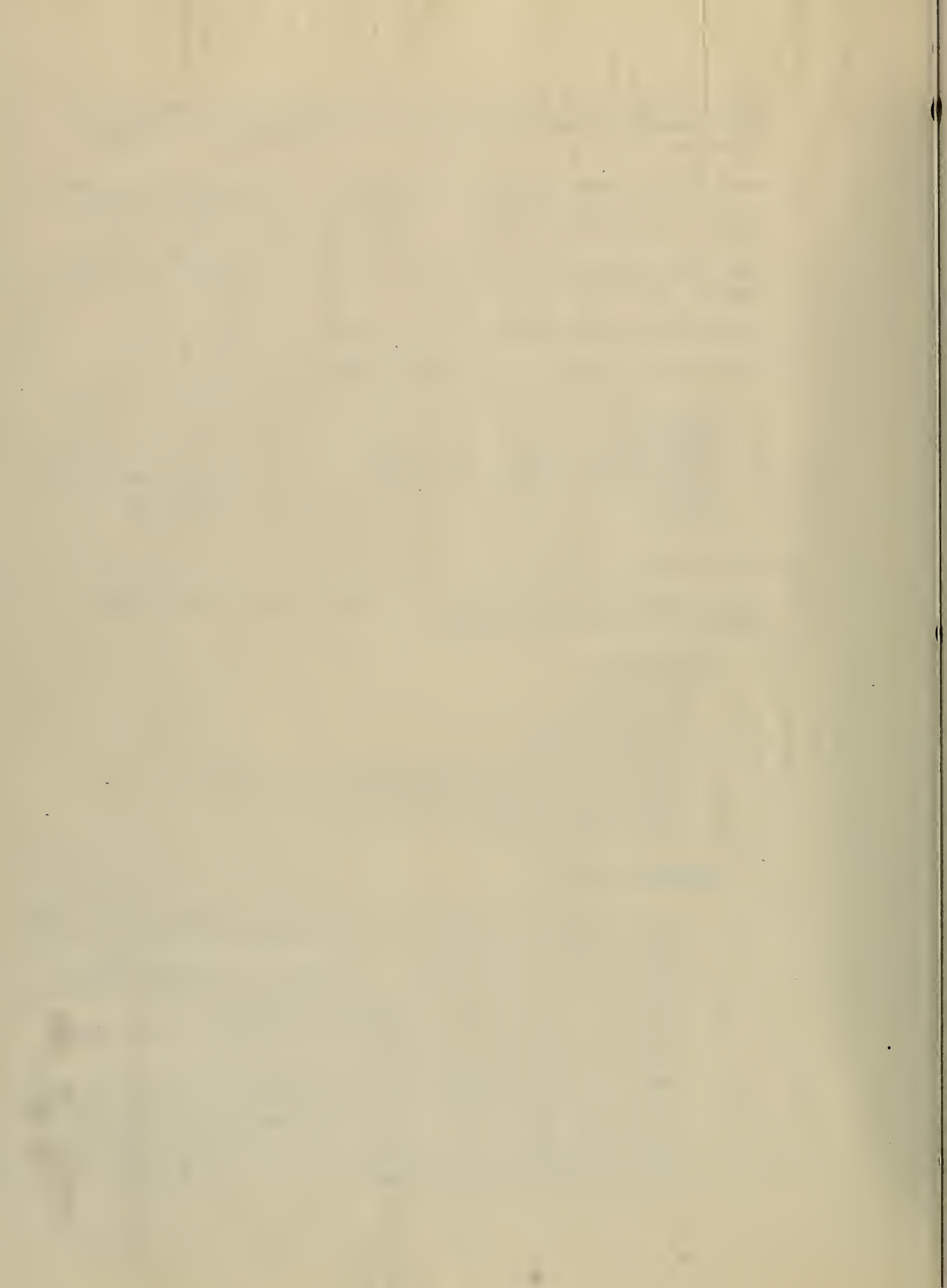
- .9 Shall not permit any person, other than members of the Department in the discharge of their duties, to visit the Photography or Crime Laboratories, except by his permission, or by permission of the Chief.
- .10 Shall see that the records and photographs of the Bureau of Inspectors are used for police purposes only, and that no photographs or other records are permanently removed or expunged without order of the Chief.
- .11 Shall provide security for visiting dignitaries, national and foreign, when so instructed by the Chief.
- .12 Shall serve on the Weapon's Discharge Board.
- .13 Administration and Control - Photo Laboratory
 - a. Photography responsibility of all police matters brought to its attention.
 - b. Photographing serious crime scenes.
 - c. Processing and printing of all mugs taken by the Technical Services Bureau
 - d. Use, care and maintenance of tape recorders and recordings.
- .14 Administration and Control - Crime Laboratory
- .15 Shall command the following divisions whose general investigative responsibilities are as follows:

A. AUTO DIVISION

- a. Auto Thefts
- b. Auto Boosting
- c. Auto Strippings
- d. Motorcycle Thefts and Strippings
- e. Prepare Stolen Auto and Motorcycle "Hot Sheets"
- f. Notification of Recovered Vehicles
- g. Auto Embezzlements

B. BURGLARY DIVISION

- a. All residential and commercial burglaries, attempted burglaries and trespassing, except primary and secondary schools and recreation and park burglaries.
- b. Grand thefts from residential and commercial establishments.
- c. Petty thefts where suspects are named, or known, which involve thefts on residential or commercial property.
- d. Lost property when value exceeds one thousand dollars (except wallets, purses and I.D.'s.)
- e. Receiving stolen property involving burglaries.
- f. Suspicious occurrences which may have been burglaries or attempts.
- g. All thefts which occur in major downtown hotels and motels, except fraud cases.
- h. Hotel squad handles dignitary security for national and international persons of importance.



C. FRAUD DIVISION

- a. Bunco Schemes
- b. Check Investigations
- c. Credit Card Investigations
- d. Embezzlements (excluding vehicles)
- e. Forged Documents
- f. Frauds
- g. Pickpockets
- h. Prostitution - Thefts (excluding robberies)
- i. Shoplifting - except Juvenile Suspects
- j. Thefts (internal monetary losses)
- k. Lost and found property (purses, wallets, I.D.'s)

D. GENERAL WORKS DIVISION

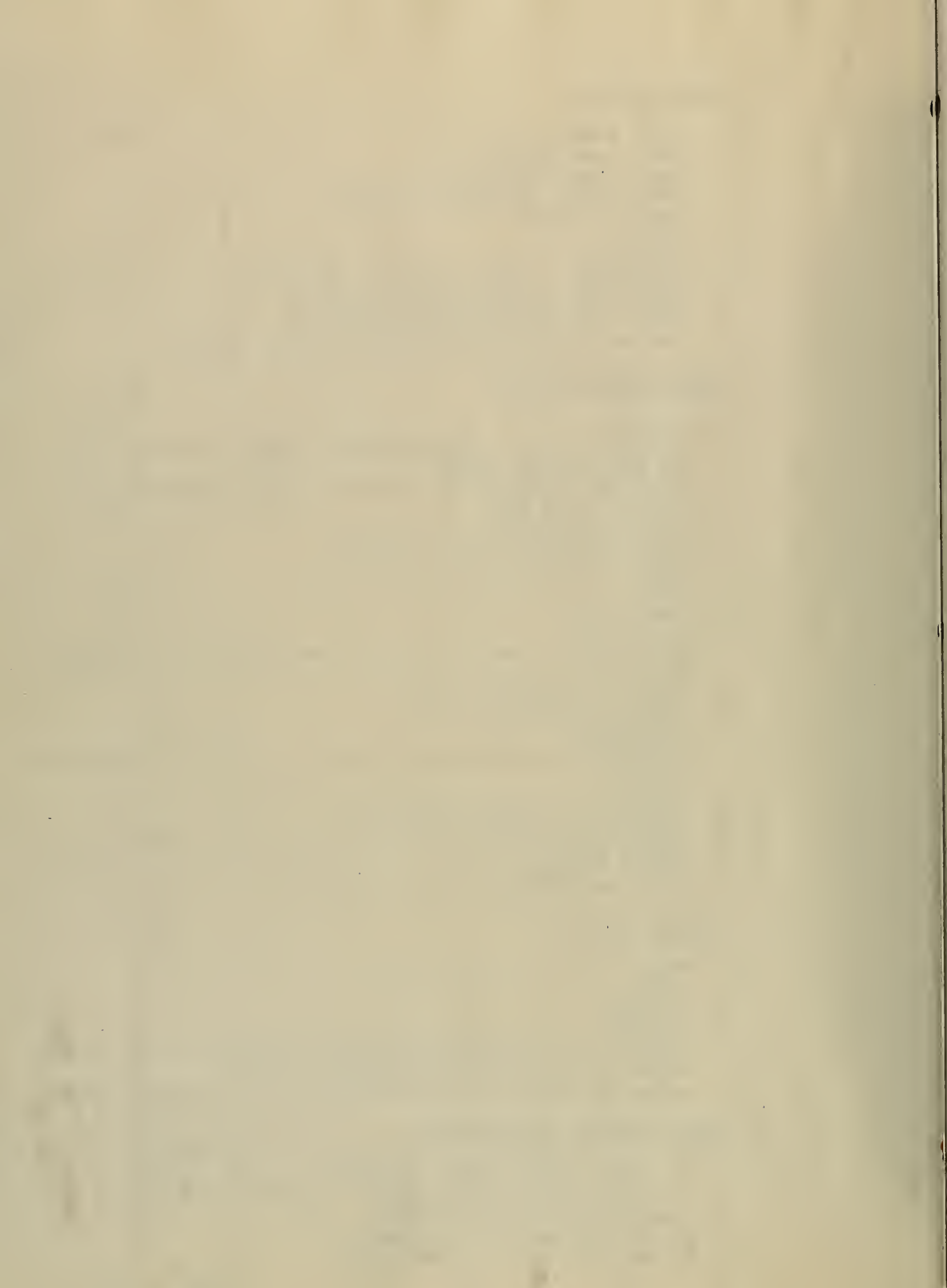
- a. Assaults
- b. Attempted murders, except attempted murder of police officers who are actually injured.
- c. Batteries, except on view arrests assigned to arresting unit.
- d. Disturbing the Peace
- e. Malicious Mischief
- f. Resisting public officers (148 PC)
- g. Battery, assault against peace officer
- h. Arson
- i. Bomb Threats
- j. Explosives
- k. Guns or deadly weapons violations (thefts assigned to Burglary Division)
- l. Shots at inhabited buildings
- m. Threats against life
- n. Kidnapping
- o. Impersonations, except sexual overtones assigned to Sex/Missing Persons.
- p. Extortions
- q. Anonymous or annoying phone calls
- r. Fugitives (all outside wants and enroutes, except 270 PC - non support cases.)
- s. Escapees, except mental institutions

E. HOMICIDE DIVISION

- a. Murders
- b. Deaths - cause to be determined
- c. Suicides
- d. Abortions
- e. Shootings with personal injury when a police officer is involved, either as a victim or when he uses the firearm.
- f. Attempted murder of police officer when he is actually injured.

F. MISSING PERSONS - SEX DIVISION

- a. All rapes (except statutory cases)
- b. All felonious sex crimes (victim 18 years or older)
- c. Lewd telephone calls or letters
- d. All missing adults over 18 years
- e. Non-support warrants and complaints



G. PAWNSHOP DIVISION

- a. Arrests and investigations involving pawnshops and secondhand dealers, including antique and junk dealers.
- b. In conjunction with Permit Division process applicants for secondhand dealers and pawnshop permits and buy licenses.
- c. Identifiable found property, except wallets, purses, I.D.'s.
- d. Processing of persons applying to purchase hand guns in San Francisco.
- e. Lost and found guns.

H. ROBBERY DIVISION

- a. All armed robberies
- b. Strong-arm robberies (except cases where suspect or victim is a juvenile.)
- c. Grand Theft - Purse Snatch (involving use of deadly weapon.)

2.53 CAPTAIN OF INSPECTORS

- .1 Shall be the administrative aide to the Chief of Inspectors and shall perform such duties as may be assigned.
- .2 Shall, in the absence of the Chief of Inspectors, act in his stead and during such absence shall possess all powers of the Chief of Inspectors in carrying out the orders and policies of the Chief of Police and the Chief of Inspectors. He shall not alter, revise or countermand such orders or policies except in case of emergency.

2.55 CRIMINOLOGIST

- .1 Shall report to the Chief of Inspectors. Shall be responsible for the following functions:
 - a. Collect, preserve, examine, evaluate and report all physical evidence for testifying and prosecution of criminal cases.
 - b. Liaison with all other bureaus of the Police Department, including:
 - 1) Narcotics Bureau
 - a) Collect, Preserve, Examine, Evaluate and report on physical evidence
 - b) Retention of evidence pending disposition
 - 2) Traffic Bureau
 - a) Training in Intoxication testing
 - b) Analysis of evidence in hit and run cases
 - 3) Personnel and Training Bureau
 - a) Training in criminalistics for recruits and in-service personnel
 - 4) Technical Services Bureau
 - a) Obtaining, returning and maintaining security of finger print cards and other source material
- .2 Counsel and examination of evidence on a cooperative basis for other governmental agencies.

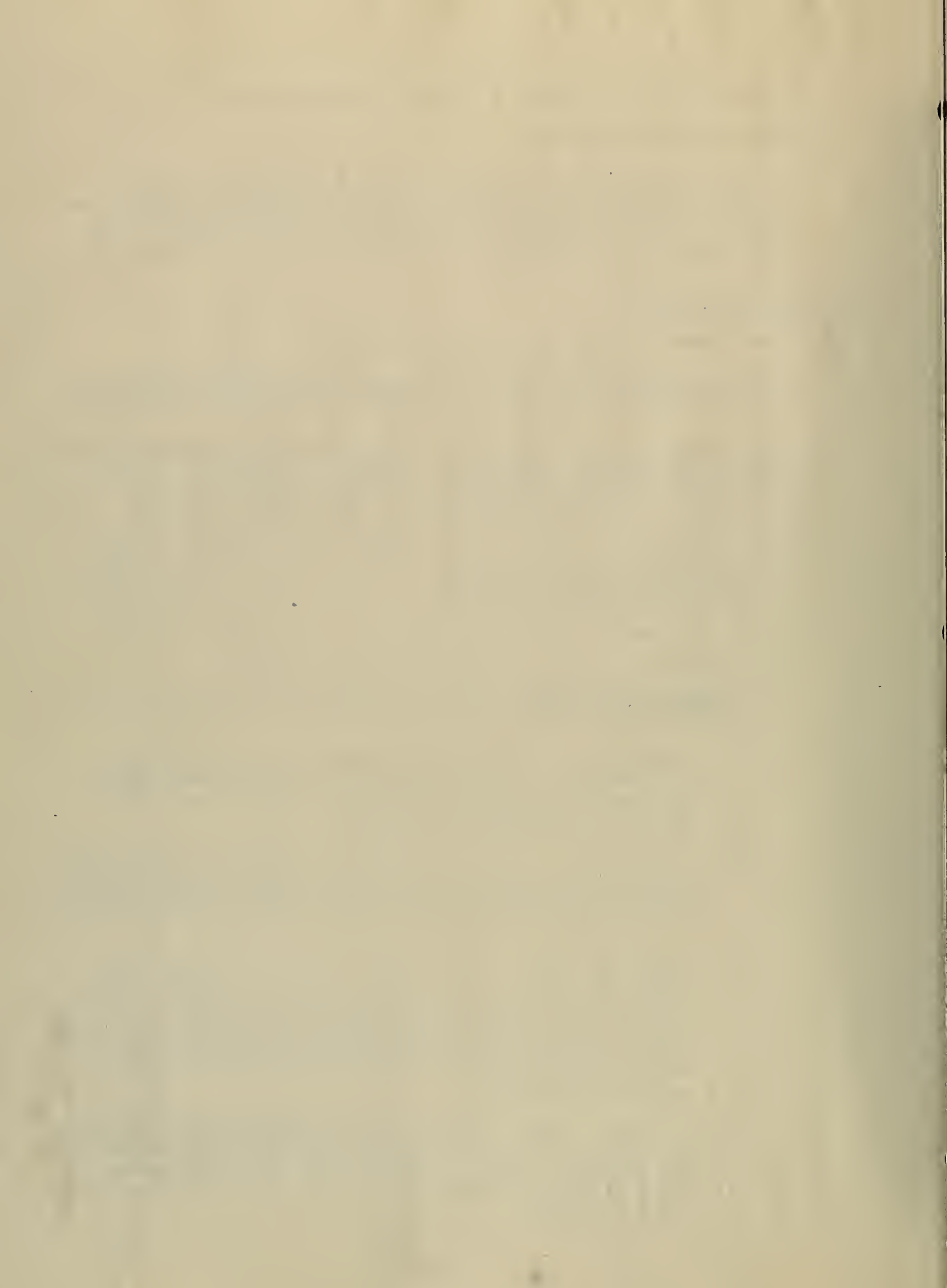
.3 Administration and control of Mobile Crime Laboratory Units.

2.57 MEMBER, BUREAU OF INSPECTORS

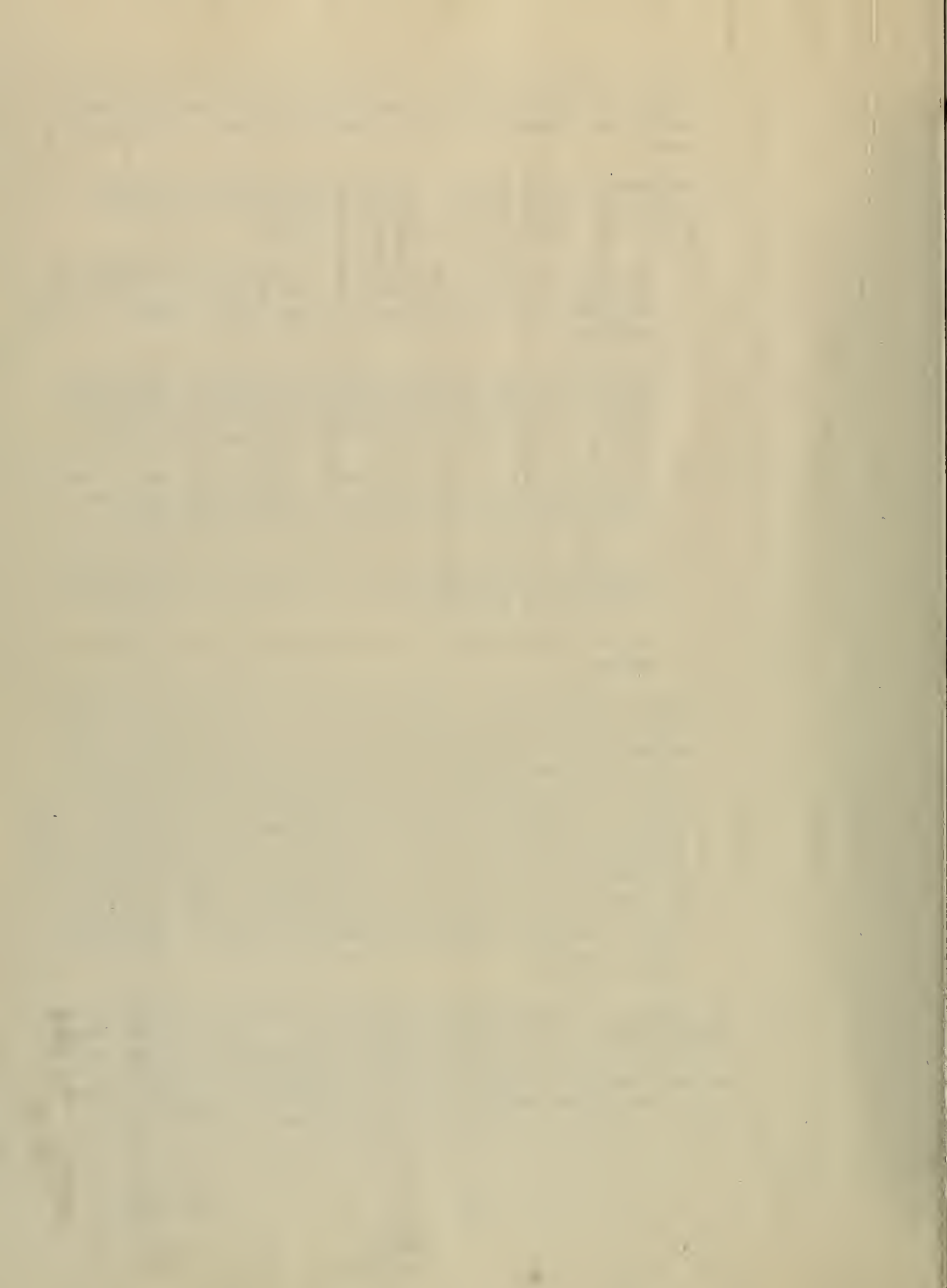
- .1 Shall be responsible for the prevention and suppression of crime including the detection and apprehension of principals and accessories in any crime or contemplated crime, recovery of stolen property, preparation of cases assigned for proper presentation in court, and other such duties as may be assigned.

2.59 DIRECTOR OF TRAFFIC

- .1 Shall report directly to the Chief of Police.
- .2 Shall have powers and duties in the regulation of street traffic, subject to laws relating thereto and orders of the Chief and Commission.
- .3 Shall engage in traffic research, planning and interpretation of traffic data, including vehicle collision information and design of traffic facilities. Shall cooperate with City, State, Federal and other agencies or persons for the best performance of these traffic functions.
- .4 Shall regulate all traffic (moving, parking and pedestrian) by means of members, Parking Controlmen, Traffic Controlmen, and the emergency use of temporary signs or devices.
- .5 Shall have immediate supervision over all Traffic Bureau functions and personnel, consisting of the following divisions:
 - A. Headquarters Division. Shall coordinate the administrative duties of the bureau, including police employees.
 - 1) Analysis Detail. Shall daily review, evaluate and compile all statistics on traffic accidents, citations and personnel work reports, submitting daily, weekly, monthly and yearly reports to the Director of Traffic.
 - 2) Survey Detail. Shall investigate all requests for curb zoning, street occupancy, temporary street closings, street vacations, building construction, and any other functions that affect traffic flow, submitting recommendations to the Director of Traffic.
 - 3) Information Detail. Shall conduct traffic violators' school (adult and juvenile); provide Court Officers to the various Traffic Courts; provide speakers on traffic safety to schools, industry and business; attend meetings of the Board of Supervisors, State Legislature and various other agencies, public and private; prepare lesson plans, in-service training and defensive driving course.
 - 4) Tow Detail. Shall be responsible for towing records, including disposition of all vehicles towed by members and employees of the Department. Shall maintain liaison with firms performing towing of vehicles throughout the Police Department and similar related agencies.



- 5) Vehicle Maintenance Detail. Shall be responsible for the servicing, maintenance, repair and testing of all vehicles (motorcycles and automobiles) and equipment assigned to the Traffic Bureau.
 - 6) Department Safety Officer. Shall be responsible, in a staff capacity, for assisting in the development of a Department-wide safety education and training program.
 - a) The Safety Officer shall secure or cause to be prepared any training aids which are deemed to be necessary in the dissemination of safety education information to members of the Department.
 - b) When there is an indicated need, the Safety Officer shall consult with command and supervisory officers for the purpose of reviewing safety needs and assisting them in providing for safe working conditions and safe work habits.
 - c) The Safety Officer shall prepare a monthly and yearly safety report containing an analysis of the accident experience of the Department and other pertinent safety information.
 - d) The Safety Officer shall, from time to time, make recommendations to the Accident Board of Review to eliminate conditions causing accidents.
 - e) Prepare the calendar for the Department Accident Board of Review.
 - 7) School Safety Patrol. Shall administer and control the work of the Inspector of School Safety Patrols. He shall direct said member to maintain constant liaison with the officials of public, private and parochial schools to the end that children going to and from schools may be safeguarded against traffic accidents. Shall see that school safety patrols maintained in the vicinity of schools are properly organized and instructed in the safeguarding of school children against traffic accidents. Shall be responsible for the hiring, training, assignment, supervision and time rolls of the Adult Crossing Guards. Shall survey the vicinity of schools and other points where children cross going to and from school and make recommendations to his commanding officer regarding matters which may contribute to the safeguarding of children.
- B. Enforcement and Investigation Division. Consists of Accident Investigation Detail and the Solo Motorcycle Detail. Shall direct members of this division to investigate vehicle accidents and submit vehicle accident reports, issue citations to violators and prosecute in the courts, and direct members who are not otherwise assigned, to respond to non-traffic police calls within their vicinity.



C. Congestion and Parking Control Division. This division's personnel shall consist of members, Parking Controlmen, and Traffic Controlmen. Their duties shall be the regulation of parked and moving traffic. Shall direct members assigned to this division when not otherwise engaged, to respond to non-traffic police calls within their vicinity.

D. Hit and Run Division. Shall be responsible for investigation of the following:

- 1) Hit and Run Traffic Accidents
- 2) Follow-up investigation of all fatal traffic accidents
- 3) Drivers with revoked licenses
- 4) Assisting outside Departments with traffic cases within this City.

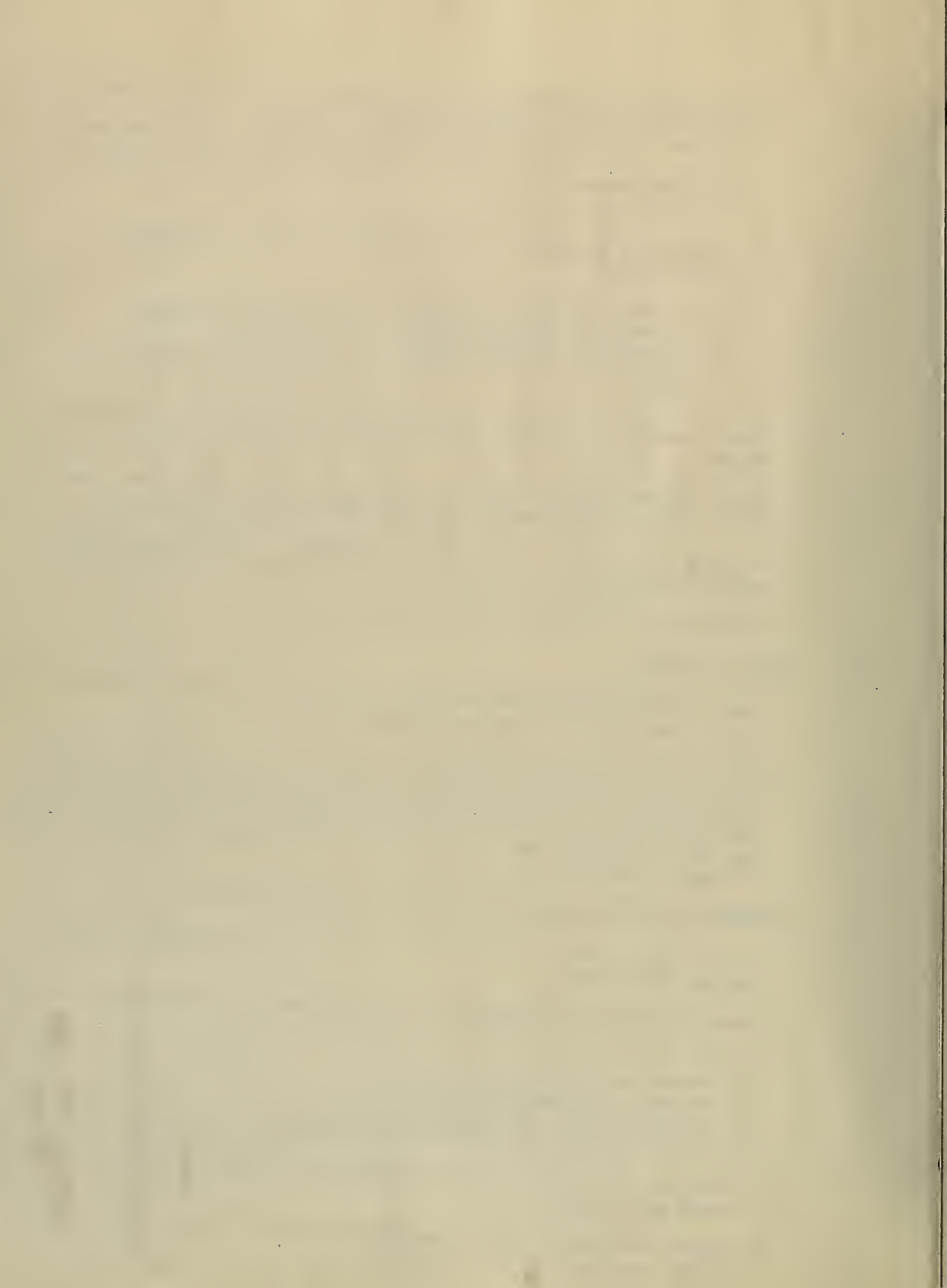
- .6 Shall process all requests for parade permits and make recommendations thereon to the Chief of Police.
- .7 Shall, subject to direction of the Chief of Police, assign and respond to all correspondence pertaining to the work of the Traffic Bureau.
- .8 Shall be responsible for the proper enforcement of parking regulations within the grounds of the Hall of Justice, including the Police Garage.
- .9 Shall serve as Chairman, Accident Board of Review.

2.61 CAPTAIN OF TRAFFIC

- .1 Shall be the administrative aide to the Director of Traffic and shall perform such duties as may be assigned.
- .2 Shall, in the absence of the Director of Traffic, act in his stead and during such absence shall possess all powers of the Director of Traffic in the conduct of the business of the Traffic Bureau and in carrying out the orders and policies of the Chief of Police and the Director of Traffic. He shall not alter, revise or countermand such orders or policies except in case of emergency.

2.63 DEPARTMENT SECRETARY, COMMANDING BUREAU OF ADMINISTRATION

- .1 Shall report directly to the Chief of Police and perform such duties as may be assigned.
- .2 Administration and supervision over the Bureau of Administration consisting of the following units:
 - a. Permit and General Office Division
 - b. Planning and Research Division
 - c. Property Clerk and Garage Division
 - d. Chief's Office and Administrative Office
- .3 Shall be responsible for Police Department correspondence, both incoming and outgoing.
- .4 Process Intra-departmental reports brought to his attention and assign them as required.



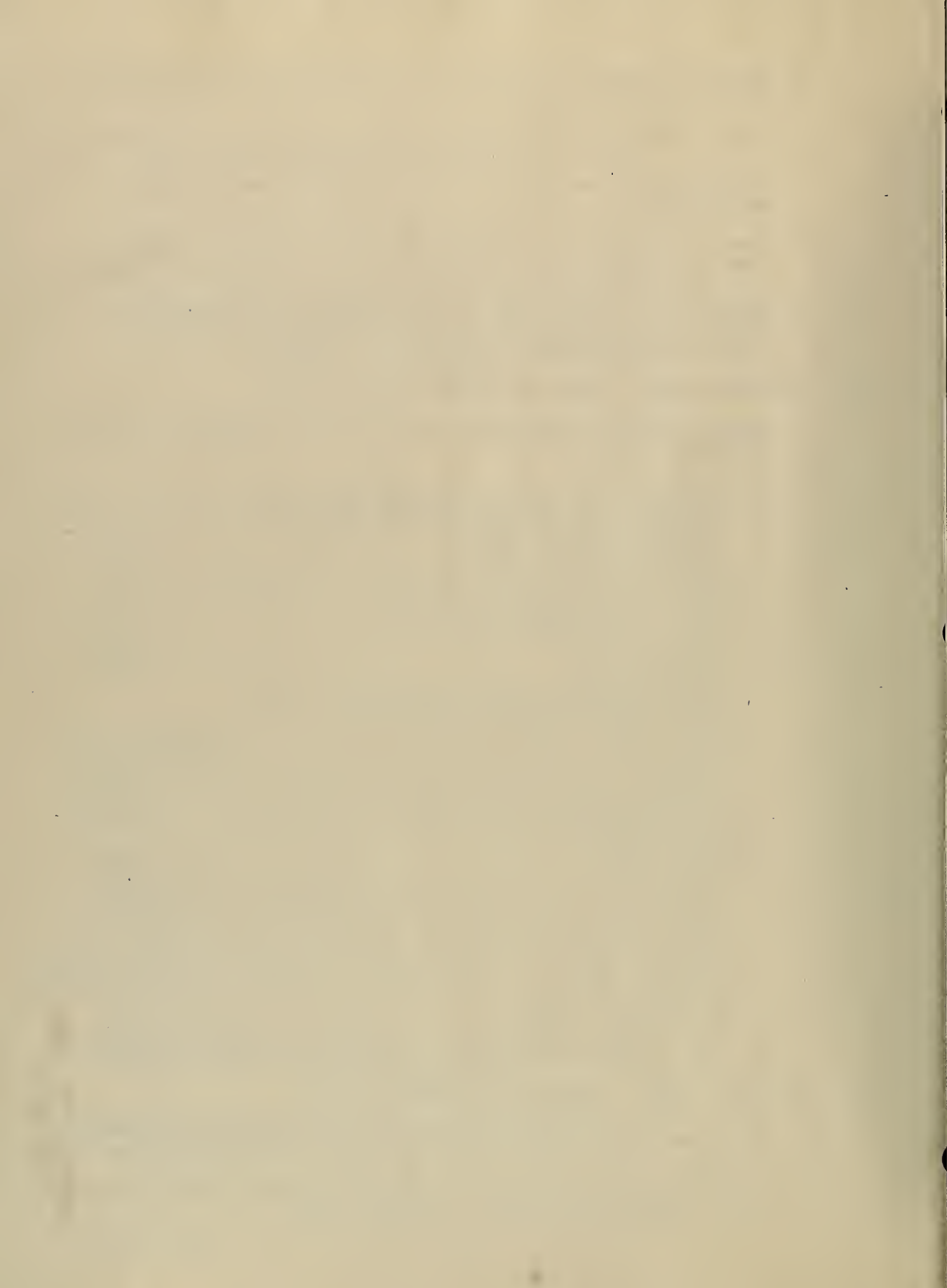
- .5 Approve all Department payrolls, certifications for employment, promotion, and military leave.
- .6 Issue all Permanent Orders, General Orders and Personnel Orders.
- .7 Maintain records on gasoline allotted to private vehicles used in police work.
- .8 Attend all meetings of the Commission and be prepared to report on items on the agenda when instructed to do so by the Chief of Police.
- .9 Supervision of fiscal matters for Department overtime payrolls, requests for supplemental appropriations, requests for transfers of funds from one department appropriation to another.

2.65 OFFICER-IN-CHARGE, PERMIT AND GENERAL OFFICE DIVISION

- .1 Shall report to the Department Secretary and be responsible for the following functions:
 - a. Maintain a file for incoming Department correspondence other than that which is directed to a specialized unit.
 - b. Distribute General, Permanent, and Personnel Orders, and maintain a permanent file of same.
 - c. Process foreign and local subpoenas and corporation summonses.
 - d. Process visa clearances, and letters of good conduct.
 - e. Operate the Department Mail Room.
 - f. Process and maintain files on "Suggestion Panel" correspondence and activities.
 - g. Receive, process, prepare for hearing, and retain files on all Police Department permits, except parade permits.
 - h. Assist Deputy Chief at Permit Hearings.
 - i. Maintain police supervision over, and investigate complaints regarding the operation of vehicles for hire, and drivers of public vehicles for hire regarding such activities as are controlled by ordinance under Article 16, San Francisco Municipal Police Code.
 - j. Process rummage sale applications and applications for charitable solicitations.
 - k. Shall maintain the master file of complaints concerning Special Police Officers. The Internal Affairs Division, upon receipt of a complaint involving a Special Police Officer shall forward a copy to the Permit and General Office Division. The Permit and General Office Division shall forward a copy of the complaint to the Patrol Bureau for investigation. A report of the investigation and final action shall be directed to the Permit and General Office Division for filing.
 - l. Shall preside as Secretary of the Department Suggestion Panel.
 - m. Shall preside as Secretary of the "We Like Visitors" Committee.

2.67 OFFICER-IN-CHARGE, PLANNING AND RESEARCH DIVISION

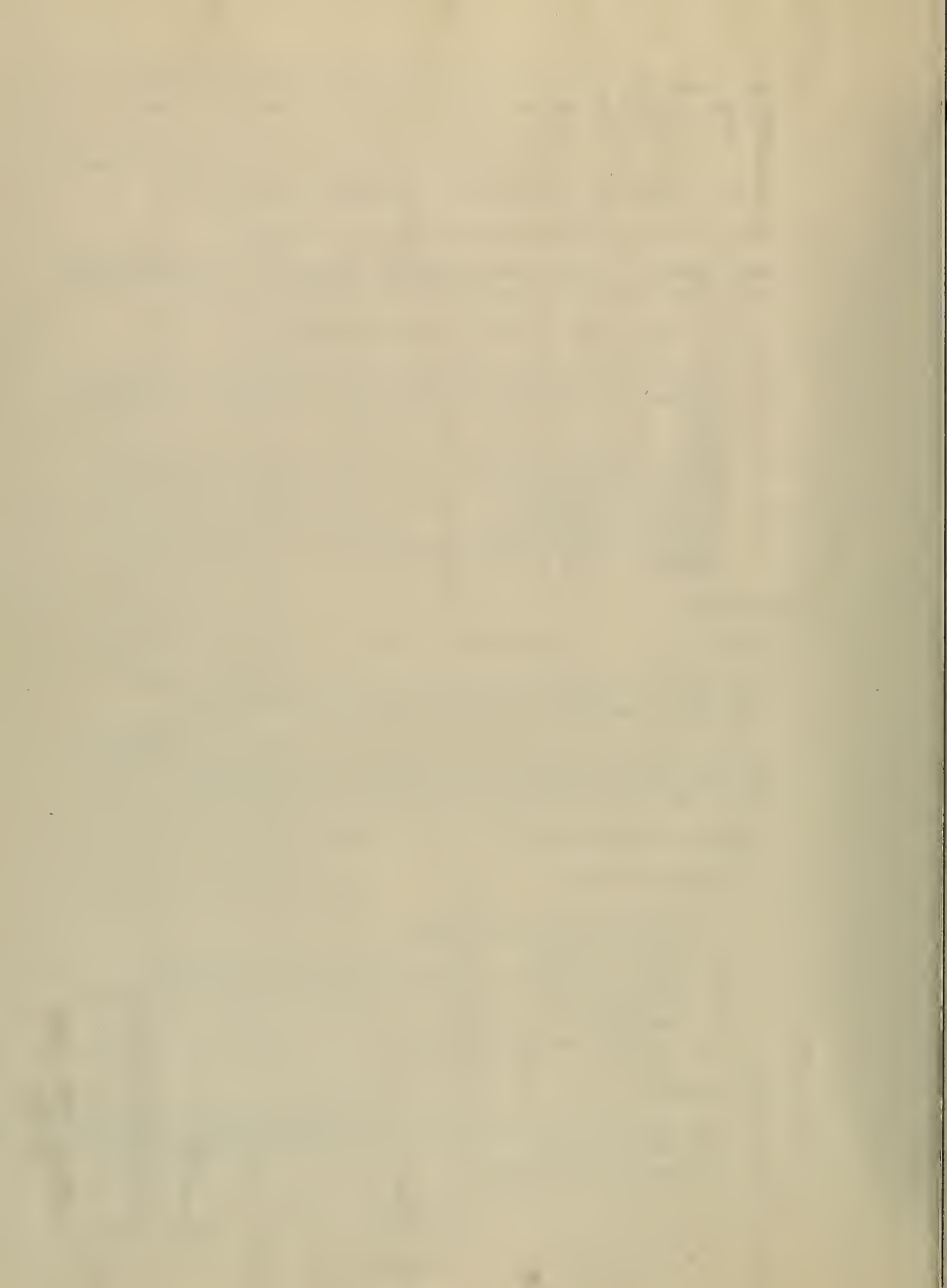
- .1 Shall report to the Department Secretary and shall keep the Department Secretary informed of all pertinent matters requiring his attention.
- .2 Shall develop and periodically review a department master plan which shall include master capital improvement plans.



- .3 Shall formulate current plans, programs and procedures, develop courses of action, and periodically review such actions to best attain Department goals.
- .4 Shall review plans and procedures prepared by a major organizational unit to insure their conformity to Department guidelines.
- .5 Shall conduct research and development as is required.
- .6 Shall maintain liaison with and gather information from agencies and activities that are involved with police functions.
- .7 Shall be responsible for the following activities:
 - a. Accounting, purchasing and contractual services.
 - b. Preparation, administration and control of budget and appropriations.
 - c. Public relations functions as assigned.
 - d. Design, preparation and control of Department forms, graphics and other printed matter.
 - e. Building maintenance and repair; equipment installation; and utilities management.
 - f. Preparation, development and coordination of applications for proposals funded by outside agencies.

2.69 PROPERTY CLERK

- .1 Shall report to the Department Secretary.
- .2 Shall give and execute to the City and County an official bond with sureties in the sum of ten thousand dollars (\$10,000.00).
- .3 Shall, except on Sundays and legal holidays, keep his office open for business from 0800 hours to 1700 hours. On Sundays and holidays he shall keep said office open from 0800 hours to 1600 hours.
- .4 Shall have immediate supervision over the following units:
 - a. Property Section
 - 1) Department supply depot
 - 2) Prisoner's personal property
 - 3) Found Property
 - 4) Property booked for identification and/or evidence
 - 5) Disbursement of Contingent and Narcotics Funds on orders of the Chief.
 - 6) Equipment and Uniform Depot
 - b. Garage Section
 - 1) Liaison with Service Station and Repair Shops
 - 2) Police Garage
 - 3) Automotive equipment



c. Utility Squad

- 1) Transportation and placing of signs and street barricades
 - 2) Utility squad truck and crew
- .5 Shall be responsible for all property coming into his custody, for its safekeeping and for the proper disposition of same according to law, and shall have staff supervision of property booked as evidence and for its proper safekeeping.
 - .6 Shall, when property in his custody has been taken and held by a court as evidence, instruct the member who has received same from his office that he is responsible for the return of the property after it has served its purpose. If for any reason the return of the property cannot be accomplished, said member shall submit a report giving the name of the court clerk having custody of same and the reason for it not being returned. Said report shall be forwarded to the Property Clerk and made a part of his official records.
 - .7 Shall be responsible for the storage and distribution of books, report blanks, stationery and other supplies adequate for the requirements of the Department.
 - .8 Shall be responsible for the proper recording and disbursement of uniforms and equipment furnished members of the Department pursuant to budgetary procedures, and for the safekeeping of all such uniforms and equipment returned to the Department as a result of members retiring, resigning or dying and the proper disposition of same.
 - .9 Shall have staff supervision over all motor vehicles of the Department and be responsible for their proper utilization by bureaus and stations to which they are assigned.
 - .10 Shall be responsible for the maintenance, adjustment, care and cleanliness of all motor vehicles of the Department.
 - .11 Shall make all arrangements for the repair of police automotive equipment and see that said repairs are efficiently executed, except for motorcycles.
 - .12 Shall forward a written report to his Commanding Officer showing gasoline and oil required for police automotive equipment. Shall see that gasoline and oil supplied conforms with contract requirements.
 - .13 Shall, upon receipt of a report that a police vehicle has been put out of service by reason of the transportation therein of a person suffering from a contagious sickness or disease, cause said vehicle to be cleaned with soap and hot water, fumigated or otherwise sterilized.

2.71 ASSISTANT PROPERTY CLERK

- .1 Shall be the administrative assistant to the Property Clerk and shall assist the Property Clerk in the staff supervision of the various units within the Property Clerk's Office. He shall, in the absence of the Property Clerk, act as the Property Clerk.

- .2 Shall be responsible for the disbursement of funds allocated to the Chief's contingent and narcotic funds. Shall be responsible for the sale of unclaimed property in possession of the Department and for the proper accounting of the proceeds of such sales.
- .3 Shall be responsible for the destruction of weapons and other contraband ordered destroyed by the Courts or by the operation of law.

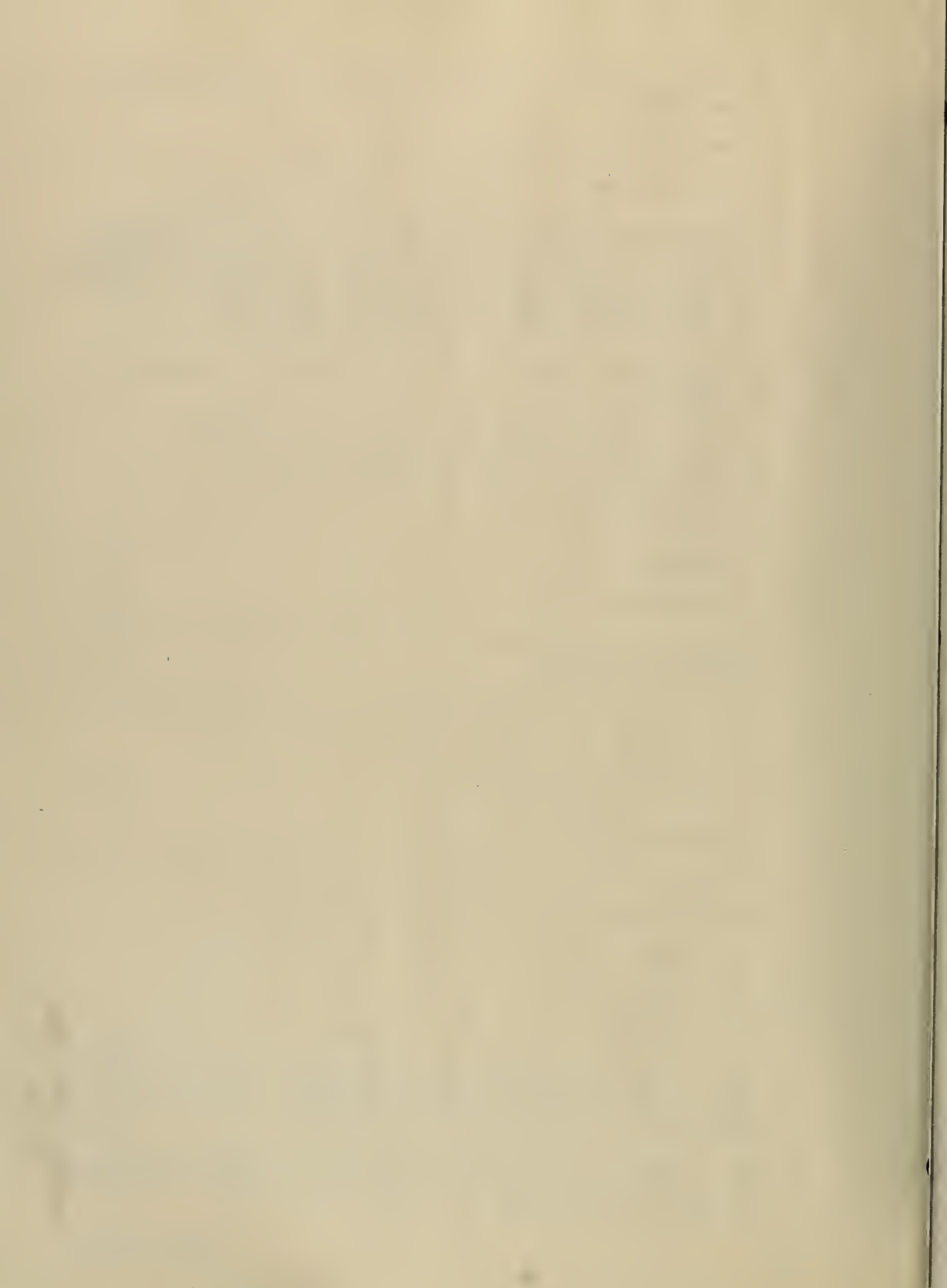
2.73 DIRECTOR OF PERSONNEL

- .1 Shall command the Bureau of Personnel and Training and report directly to the Chief.
- .2 Shall administer and control the Police Academy.
 - a. Recruit Training
 - b. In-Service Training
 - c. Supervisory and Management Training
 - d. Limited Peace Officer Training
 - e. Video/Roll Call Training (prepare, distribute and maintain video training material and equipment.)
- .3 Shall administer and control the Police Pistol Range and Arsenals.
 - a. Firearms Training and Requalification
 - b. Maintain and store Department weapons
- .4 Shall administer and control the Police Gymnasium.
 - a. Physical Training
 - b. Semi-Annual Physical Fitness Tests
- .5 Shall administer and control the Personnel Division which:
 - a. Maintains liaison with the Commission on Peace Officer Standards and Training.
 - b. Prepares requests for reimbursement from the Commission on Peace Officer Standards and Training.
 - c. Maintains liaison with the Veterans Administration.
 - d. Maintains liaison with the Civil Service Commission.
 - e. Procures personnel, members and police employees, from the Civil Service Commission.
 - f. Conducts a Police Officer Recruitment Program.
 - g. Conducts background investigations of police applicants and police employees.
 - h. Maintains personnel records which shall be kept confidential. Photographs of members shall not, under any circumstances, be released to any person without obtaining prior permission from said member. In the matter of a member killed in the line of duty, release of police photograph shall be discretionary with commanding officer, after due consideration of the feelings of the survivors and quality of said photograph.
 - i. Furnish personnel data to the Chief of Police when member or police employee appears before the Commission for a disciplinary hearing.

- j. Assigns, subject to direction of the Chief, civilian personnel and Cadets.
 - k. Makes temporary assignments to higher ranks
 - l. Maintains records on deployment of Department personnel.
 - m. Processes all requests from members and police employees for permission to engage in another business or calling and recommends approval or disapproval of such requests or revocation of permission to the Deputy Chief of Police. The Deputy Chief of Police shall thereupon approve or disapprove such requests or revoke permission in the name of the Chief of Police.
 - n. Submits Annual Report to the Police Commission on secondary employment.
 - o. Informs members of retirement benefits and procedures.
- .6 Shall administer and control Police Reserve Officers.
 - a. Recruitment
 - b. Training
 - c. Assignments
 - .7 Shall administer and control the functions of the Medical Director and Personnel Sergeant.
 - .8 Shall administer and control the function of the Police Chaplains.
 - .9 Shall administer and control the Payroll Division which:
 - a. Prepares Department Payrolls
 - b. Disperses members' paychecks.
 - .10 Shall be chairman of the Weapons Discharge Board of Review.
 - .11 Shall be a member of the Accident Board of Review.
 - .12 Shall administer and control the Career Development Unit.

2.75 DEPARTMENT TRAINING OFFICER

- .1 Shall report to the Director of Personnel.
- .2 Shall be the administrative aide to the Director of Personnel and shall perform such duties as may be assigned. He shall be the coordinator of all Department training programs.
- .3 Shall, subject to the orders of the Director, be responsible for the supervision and functioning of the staff assigned to the Police Academy, the Police Range, and the Police Gymnasium.



.4 Shall supervise the assignment and training of Police Reserve Officers.

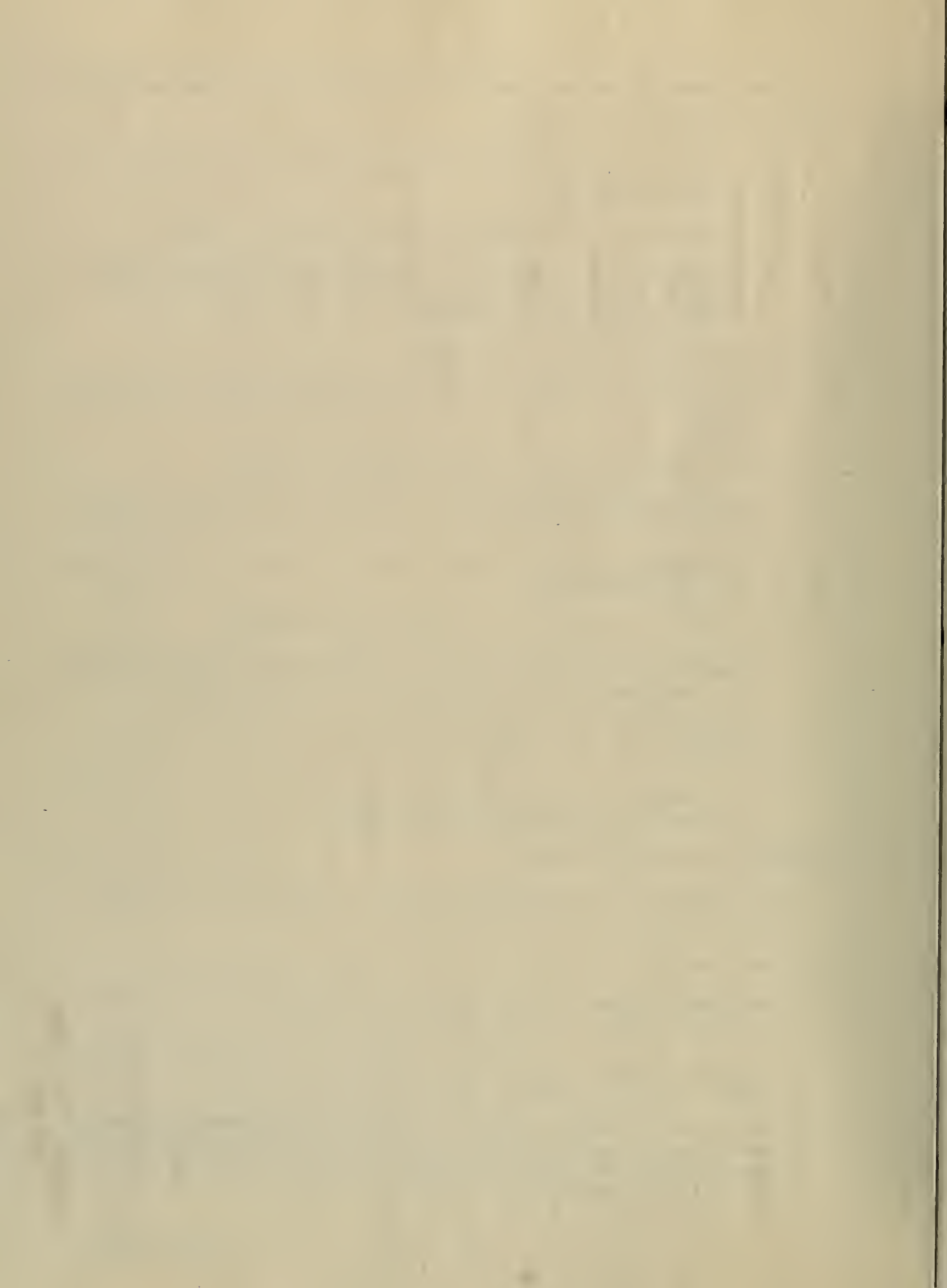
2.77 OFFICER-IN-CHARGE, POLICE RANGE

.1 Shall report to the Department Training Officer and be responsible for the following functions:

- a. Supervision of all personnel utilizing Range Facilities.
- b. Organization, with approval of the Training Coordinator, of all programs involving instruction in the use of various types of firearms used by this Department.
- c. Maintenance of the Police Range.
- d. Supervision of members and police employees assigned to the Police Range.
- e. Maintenance and repair of all Department Firearms.
- f. Conduct monthly inspections of firearms at the bureaus, companies, divisions and details.
- g. Maintenance of records on all phases of firearm instructions given to Department members.
- h. Scheduling of members for firearms requalifications.
- i. Requisition and distribution of all ammunition and chemical agents for Department use with the exception of chemical mace.
- j. Requisition of all supplies and equipment required for Range operation.
- k. Maintenance of all equipment and supplies within the Police Arsenal at the Hall of Justice and Police Range.

2.79 SECURITY OFFICER, POLICE RANGE

- .1 Shall report to the Commanding Officer of Taraval Station and shall perform such duties as may be assigned.
- .2 Shall perform his duties at the police range in uniform.
- .3 Shall make frequent and periodic checks of all accessible doors at the range complex to insure that they are secure.
- .4 Shall make frequent and periodic inspections of the grounds and buildings at the police range to insure that they are secure.
- .5 Shall allow no person, other than a member, to be present in the spectator areas or grounds areas of the range unless prior permission has been obtained from either the Commanding Officer of Taraval Station or the Officer-in-Charge of the range.



2.81 PHYSICAL FITNESS SUPERVISOR

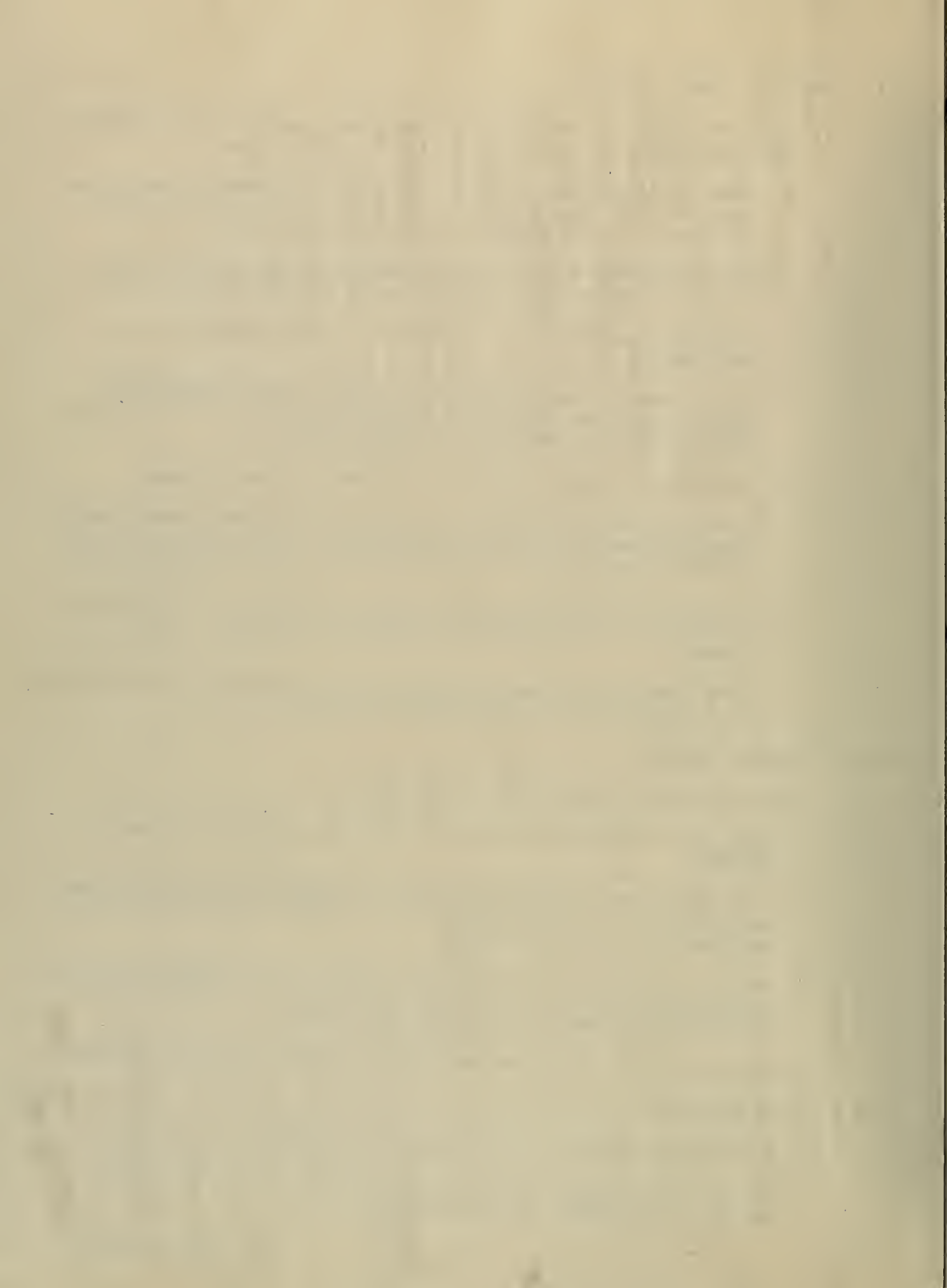
- .1 Shall be assigned to the Bureau of Personnel, report to the Department Training Officer and shall perform the following duties:
 - a. Shall be the Officer-in-Charge of the Police Gymnasium and in such capacity shall ensure that all rules and regulations promulgated for the use of the gymnasium facilities are observed.
 - b. Shall recommend to the Training Coordinator appropriate regulations for the safe and efficient use of gym facilities.
 - c. Shall be responsible for maintenance and serviceability of gym equipment.
 - d. Shall supervise the Department's physical fitness program and shall furnish the Director of Personnel with a list of those members who fail to meet the prescribed standards.
 - e. Shall train recruit officers in the basics of self-defense.
 - f. Shall provide instruction in the use of self-defense weapons (other than firearms) for the entire Department. He shall constantly update and improve such instruction as self-defense weaponry changes.
 - g. Shall administer and co-ordinate police athletics and Olympic programs within the Department to promote the physical fitness of its members.
 - h. Shall maintain liaison and represent this Department in intra-state, and inter-national police athletic endeavors.

2.83 PERSONNEL SERGEANT

- .1 Shall report to the Director of Personnel.
- .2 Shall assist the Medical Director and perform such duties as may be required.
- .3 Shall receive certificates and reports of members and police employees reported as sick or disabled and shall maintain a current list of members carried as sick or disabled.
- .4 Shall, at irregular and unannounced intervals, visit members and police employees carried as sick or disabled and see that the provisions of the rules and procedures are being complied with.
- .5 Shall make such reports and maintain such records as may be required.

2.85 POLICE CHAPLAIN

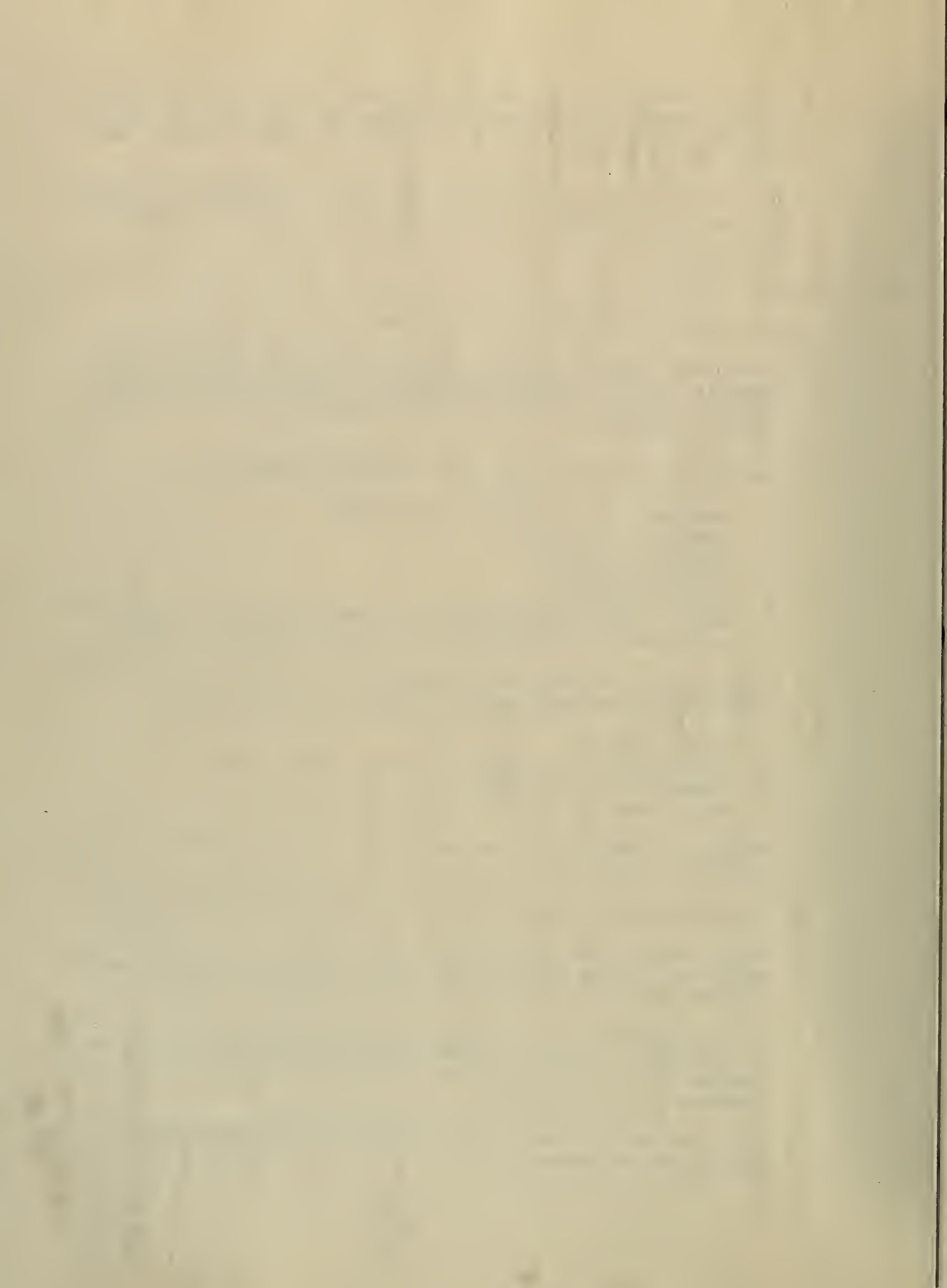
- .1 Shall report directly to the Director of Personnel.
- .2 Shall visit the sick, injured, dying and minister to the spiritual welfare of the members desiring his services.



- .3 Shall be attired in the prescribed clerical garb of the faith to which he belongs at all times when appearing in his official capacity, when his services are required by a member, or when acting on the orders of the Chief.
- .4 May visit police stations and bureaus at his convenience and pleasure and shall be treated at all times with the courtesy and respect due his calling.

2.87 MEDICAL DIRECTOR

- .1 Shall report to the Director of Personnel.
- .2 Shall, when a member returns to duty following an extended sickness, traumatic injury or aggravated disability leave, examine said member and file a certificate with the Personnel Bureau indicating his physical condition.
- .3 Shall perform examinations in the following categories:
 - a. Candidates for probationary appointment.
 - b. Promotion
 - c. Solo bike appointment
 - d. Prehazardous school
 - e. Special Patrol
 - f. Shall, within three weeks prior to permanent appointment, examine each probationary patrolman and report his physical fitness.
- .4 Shall consult with Personnel Sergeant and Officer-in-Charge of Alcohol Abuse Program and render medical opinion in relation to:
 - a. Medical status
 - b. Consideration for temporary light or regular duty
 - c. Excuse from firing range
 - d. Weight reduction
- .5 Shall, on a weekly basis, review the Sick and Injury Roster with the Personnel Sergeant.
- .6 Shall not accept a member or police employee as a private patient.
- .7 Shall, before absenting himself on leave subject to the approval of the Chief, arrange and designate another physician to assume and perform the duties of the Medical Director during said leave.
- .8 Shall be available for consultation with the Chief of Police, Director of Personnel, Personnel Sergeant, Officer-in-Charge of Alcohol Abuse Program, Civil Service, Retirement Board and Police Commission for Department related problems.
- .9 Shall periodically review the Department medical requirements and make appropriate recommendations.



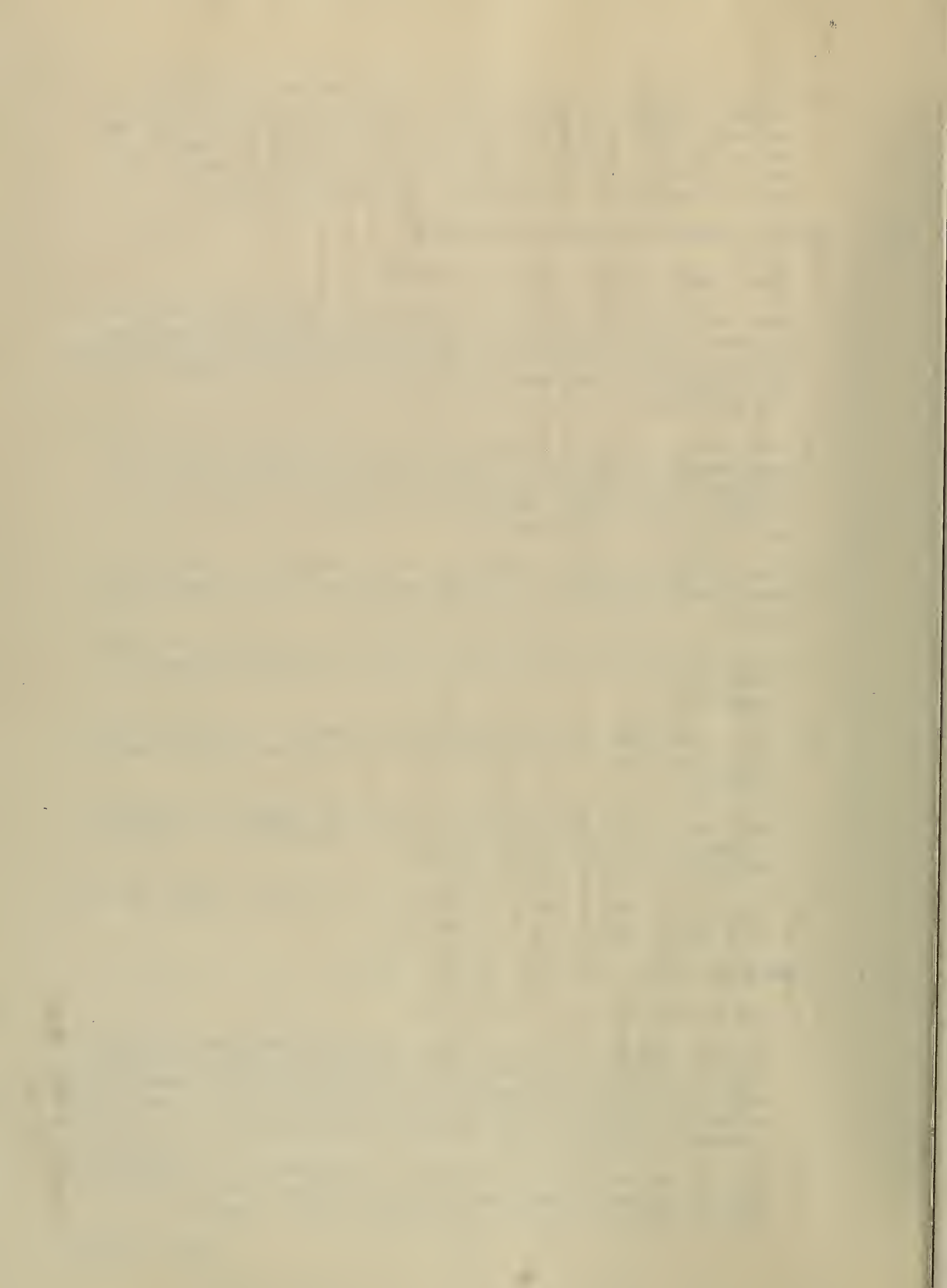
- .10 Shall periodically or upon request of the Director of Personnel inspect personnel equipment, i.e., safety, noise protectors, etc.; and shall inspect physical plant as to potential hazard, excessive noise, and as to general cleanliness as well as cleanliness of eating facilities. He shall, following such inspection, render a report to the Director of Personnel for action and/or reply.

2.89 OFFICER-IN-CHARGE, ALCOHOL ABUSE PROGRAM

- .1 Shall report to the Director of Personnel.
- .2 Shall establish and maintain a progressive, comprehensive educational program of alcohol abuse within the San Francisco Police Department, at all levels, in regard to the awareness and symptoms of the disease as it affects the performance efficiency of those afflicted within the Department.
- .3 Shall act as a liaison between members of the San Francisco Police Department and their families who are experiencing an area of unmanageability in their job performance as a direct result of the disease of alcoholism, and the varied programs of recovery available for help in the community.
- .4 Shall refer acutely ill members of the Department, or members of their immediate family, to facilities actively and successfully engaged in the field of alcoholic recovery.
- .5 Shall be available, at any hour or day, to be of assistance in the immediate needs of the practicing alcoholic needing treatment or counseling.
- .6 Shall furnish individual counseling for members of the San Francisco Police Department in need of support for continued sobriety and abstinence.
- .7 Shall maintain an active community relations program for the public in regard to the dedicated efforts of the Department in combating this affliction within the community.
- .8 Shall assist the Personnel Sergeant in his duties in regard to sick and disabled members of this Department.

2.91 COMMANDING OFFICER, TECHNICAL SERVICES BUREAU

- .1 Shall report directly to the Chief.
- .2 Shall be responsible for providing the herein described technical services support to the Department, allied agencies, and to the public, which will promote the Department's objectives, giving broad attention to the gathering and proper dissemination of statistical and criminal information that may result from the functions under his jurisdiction.
- .3 Shall be responsible for the proper functioning of the Technical Services Bureau which shall consist of the following sections and sub-sections as may be required to accomplish their functions.



- a. Administrative Staff/Project Coordination Division
- b. Records/Identification Division
- c. Warrants/Wants Division
- d. Communications Division
- e. Data Processing/Systems Development Division

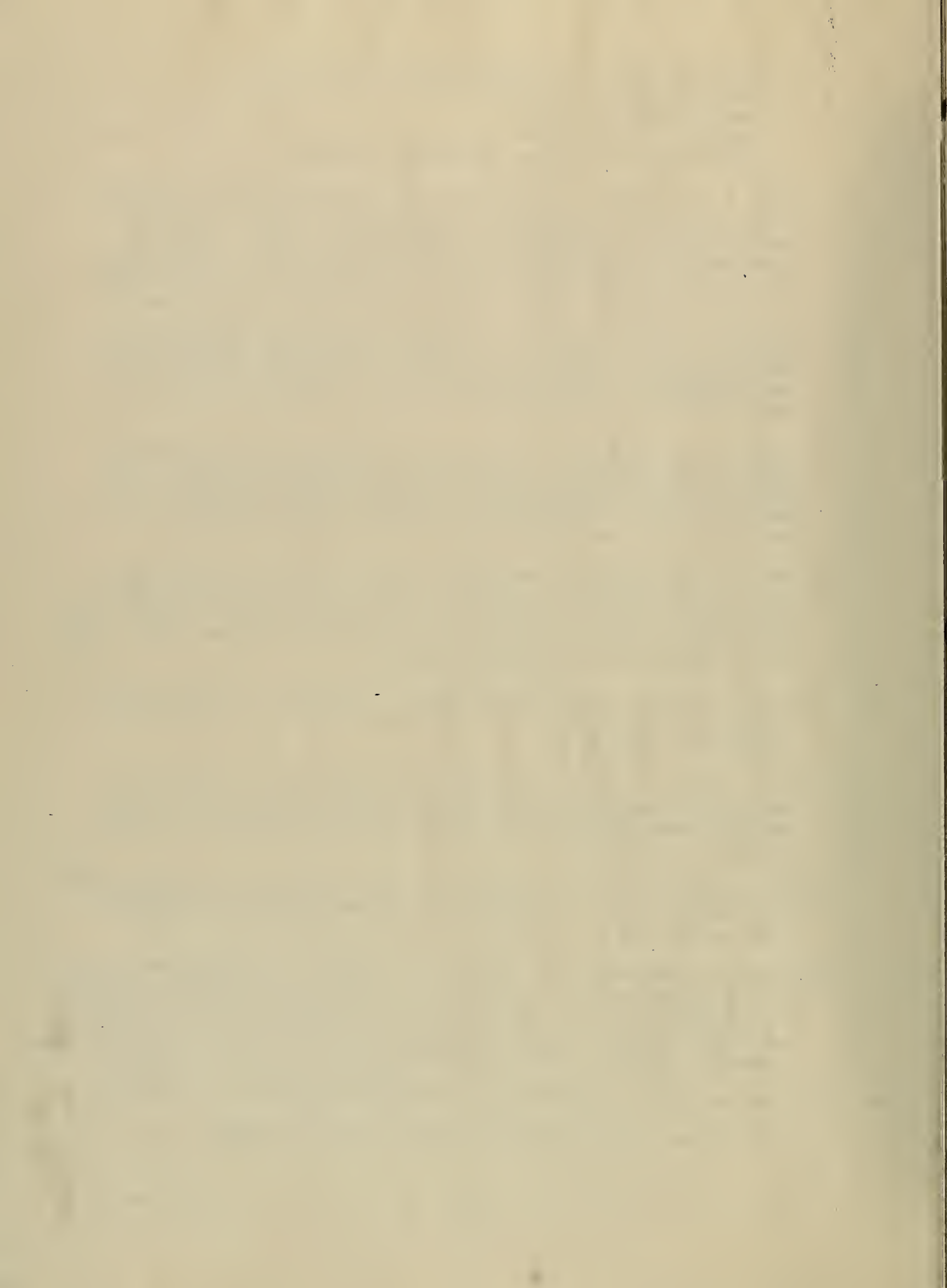
- .4 Shall be in charge of, and responsible for, the direction, coordination, development, implementation and administration of computer assisted police information and communication systems for the San Francisco Police Department, as well as other projects coming under his jurisdiction, and see that they are compatible with and conform to local, regional, State and Federal regulations and requirements.

Subject to the direction of the Chief, he shall, periodically issue such directives, information bulletins, or follow-up indicators as are necessary to insure the success of such programs and functions coming under his jurisdiction.

- .5 Shall be responsible for seeing that reports, records or photographs under his jurisdiction, or any data or information obtainable from same, are used for police purposes only. He shall see that no such report, record or photograph is permanently removed therefrom or expunged without legal order or orders of the Chief of Police.
- .6 Shall, in keeping with departmental policy, maintain as confidential all messages received or transmitted reports of services and other communications coming into the functional sections of his bureau. He shall see that their contents are not illegally divulged or allow them to be inspected by unauthorized persons.
- .7 Shall not permit unauthorized persons to enter or visit the various sections of the Technical Services Bureau except by his permission or orders of the Chief.
- .8 Shall make such reports and keep such records as are necessary to efficiently execute the functions of the Technical Services Bureau and/or commensurate with the success of other departmental projects under his jurisdiction.
- .9 Shall keep the Chief of Police informed of all important matters engaging the attention of the Technical Services Bureau and be prepared, when called upon by the Chief, to furnish particulars of same.
- .10 Shall be responsible for the training, control, management and direction of all members and police employees assigned to his command, and shall be responsible for the strict observance and enforcement of all applicable departmental rules and procedures, as well as all lawful orders issued by competent authority pertaining to his areas of responsibilities.

2.93 OFFICER-IN-CHARGE, ADMINISTRATIVE STAFF/PROJECT COORDINATION DIVISION

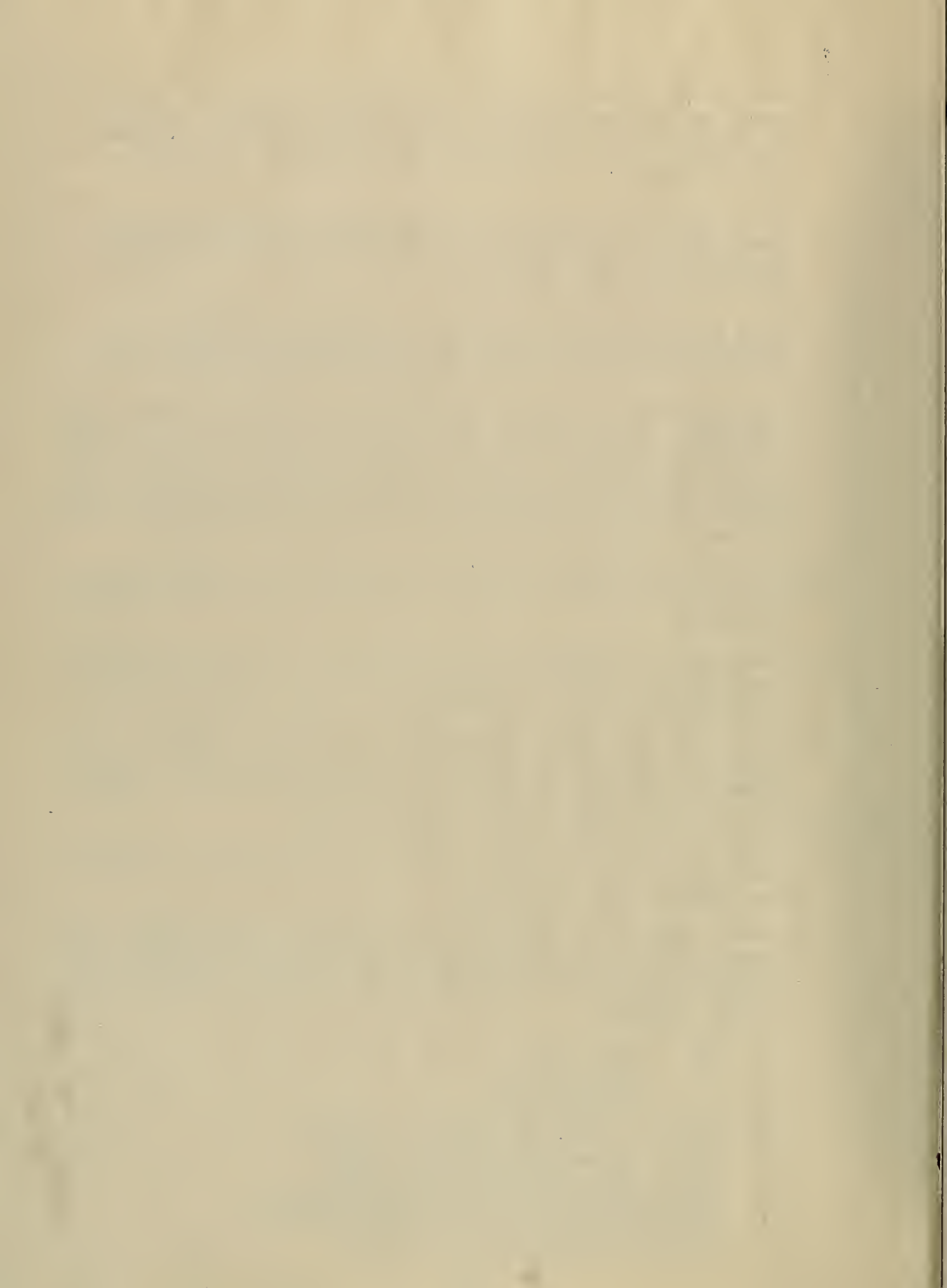
- .1 Shall report to the Director, Technical Services Bureau.



- .2 Shall be the administrative aide to the Director, Technical Services Bureau and shall perform such duties as may be assigned. He shall be the coordinator of computer assisted police information systems and other projects coming under the jurisdiction of the Technical Services Bureau.
- .3 Shall subject to the orders of the Director, be responsible for the supervision and functioning of the administrative staff of the Technical Services Bureau and see that proper records of the Technical Services Bureau are maintained.
- .4 Shall maintain constant liaison with the Officer-in-Charge of the various divisions of the Technical Services Bureau to the end that the Technical Services Bureau and departmental objectives are achieved.
- .5 Shall be responsible for the coordination of systems and projects under development in the Technical Services Bureau as well as other projects or matters which may come under the jurisdiction of the Director, Technical Services Bureau. He shall maintain continuous liaison with the various sections of the Technical Services Bureau, departmental units, other City and allied agencies, and such public and private consultants that may be engaged from time to time in connection therewith.
- .6 Shall make such reports and keep such records as are necessary to effectively execute his duties, including progress and summary reports of projects.
- .7 Shall keep his commanding officer informed of all important matters coming to his attention in the course of his duties in order to assist his commanding officer in properly fulfilling his responsibilities.
- .8 Shall submit and require all members of his bureau to submit all reports intended to be forwarded to departmental headquarters via the Director of Technical Services and the departmental chain of command.

2.95 OFFICER-IN-CHARGE, RECORDS/IDENTIFICATION DIVISION

- .1 Shall report to the Director, Technical Services Bureau and perform such duties as may be assigned.
- .2 Shall, subject to the orders of the Director, be responsible for the proper administration, management, supervision and functioning of the Records/Identification Division which shall consist of the following sub-sections, and such other sub-sections as may be required in connection therewith:
 - a. CABLE - Local System
 - b. P.I.N. - Regional System
 - c. C.I.I. - State System
 - d. N.C.I.C. - Federal System
 - e. AUTO STATIS - Vehicle Information Systems
 - f. D.M.V. - License/Driver/History Systems
 - g. GUNS/ARTICLES - Weapons/Articles Systems
 - h. INCIDENT/ACCIDENT - Record Storage/Retrieval
 - i. ARREST/IDENTIFICATION - Record Storage/Retrieval
 - j. VISA/APPLICANT/REGISTRANT - Processing

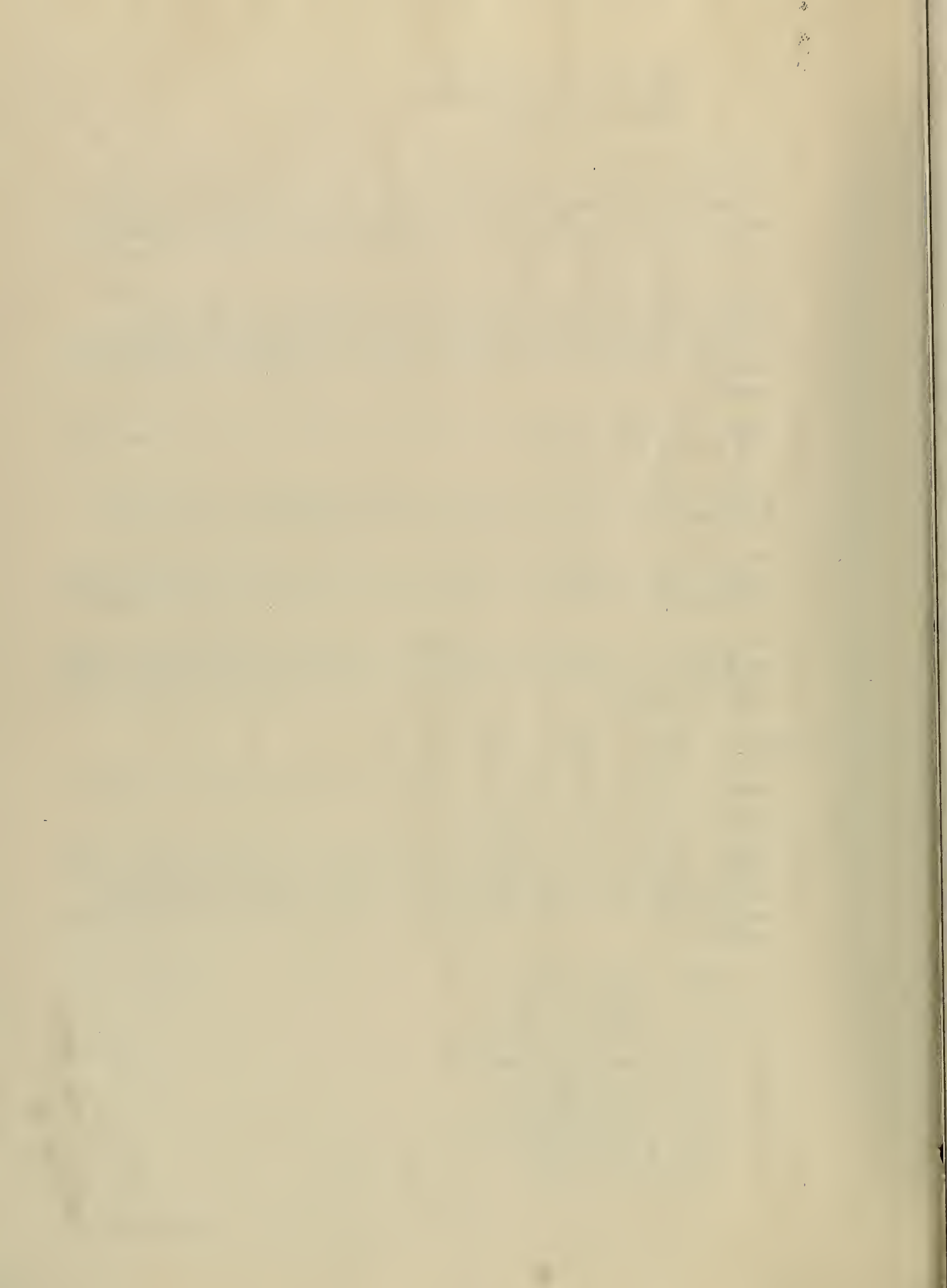


- k. Counter Service/Information
- l. Report Receipt/Review/Follow-up System
- m. Central Typing Pool

- .3 Shall be responsible for the training, guidance and supervision of all members and police employees under his jurisdiction. He shall establish such procedures and controls as are necessary to effectively carry out his responsibilities and shall make and keep such reports and records as are necessary to efficiently execute his duties.
- .4 Shall be responsible for the control of reports, records or photographs under his jurisdiction and see that same, or any data or information obtainable therefrom, are used for police purposes only. He shall see that no such report, record or photograph is permanently removed or expunged without legal order or orders of the Chief of Police.
- .5 Shall not permit unauthorized persons to enter or visit the Records/Identification Division.
- .6 Shall maintain liaison with other related agencies or departments that tend to facilitate the Department's objectives.
- .7 Shall keep his commanding officer informed of all important matters coming to his attention in the course of his duties in order to assist his commanding officer in properly fulfilling his responsibilities.
- .8 Shall submit, and require all members and police employees of his unit to submit, all reports intended to be forwarded to Departmental Headquarters, via the Director, Technical Services Bureau and departmental chain of command.

2.97 OFFICER-IN-CHARGE, WARRANTS/WANTS DIVISION

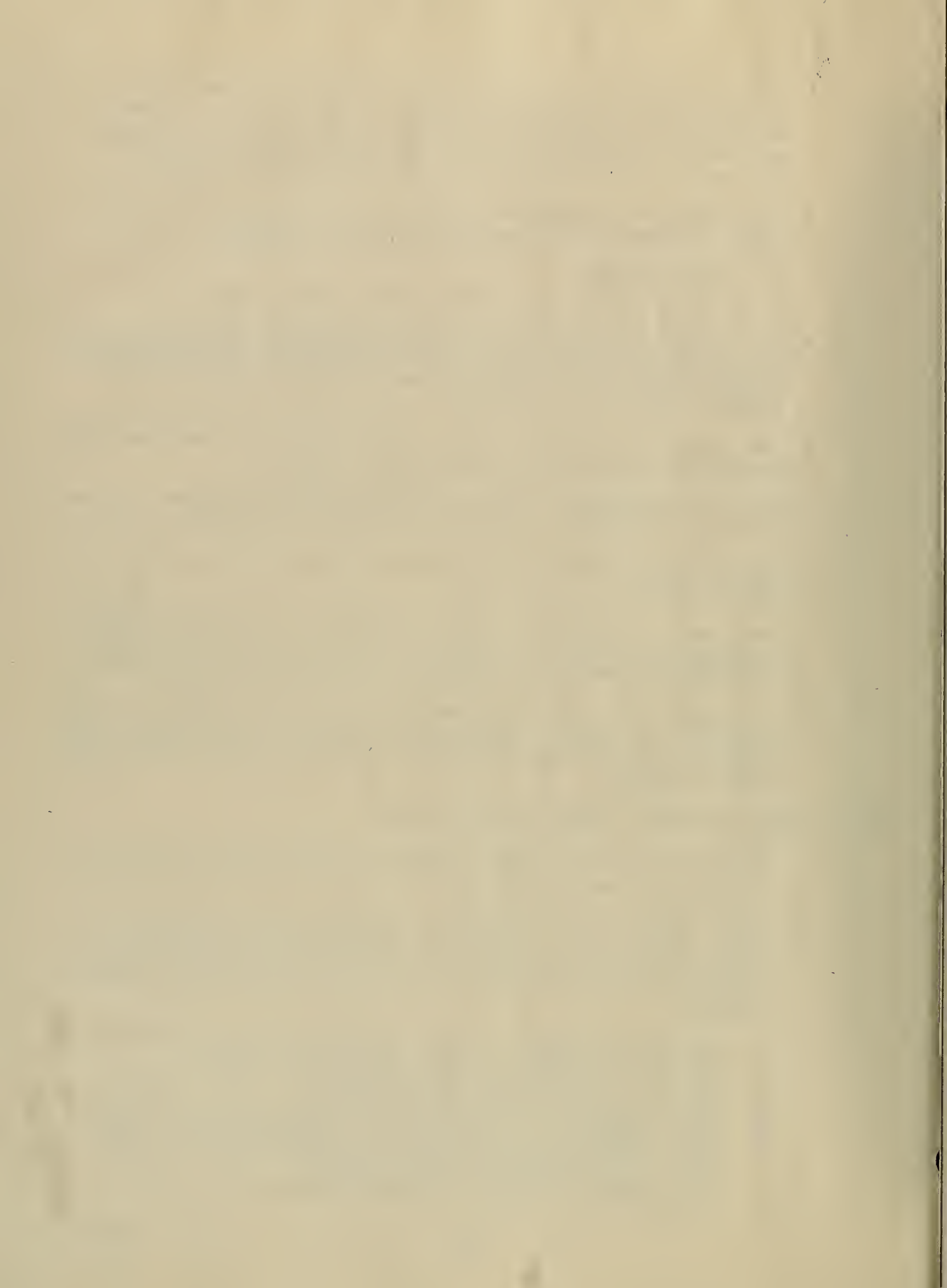
- .1 Shall report to the Director, Technical Services Bureau and perform such duties as may be assigned.
- .2 Shall, subject to the orders of the Director, be responsible for the proper administration, management, supervision and functioning of the Warrants/Wants Division which shall consist of the following sub-sections, and such other sub-section as may be required in connection therewith:
 - a. CABLE - Local System
 - b. P.I.N. - Regional System
 - c. C.I.I. - State System
 - d. N.C.I.C. - Federal System
 - e. Counter Service/Information
 - f. Warrant Field Service
 - g. Prisoner Pickup/Return
 - h. Warrant Processing/Recalls
 - i. Outgoing phone calls
 - j. Field Check Follow-up



- .3 Shall be responsible for the training, guidance and supervision of all members and police employees under his jurisdiction. He shall establish such procedures and controls as are necessary to properly carry out his responsibilities and shall make and keep such reports and records as are necessary to effectively execute his duties.
- .4 Shall supervise and maintain control of all warrants of arrest procured by members of this Department for service EXCEPT:
 - a. Search Warrants
 - b. Juvenile Warrants for subjects under 18 years of age
- .5 Shall supervise and maintain accurate records of active warrants under his jurisdiction and initiate such correspondence as may be necessary for the transmittal or service of same and keep records indicating attempts made for such service.
- .6 Shall maintain liaison with other related agencies or departments that would tend to facilitate the Department's objectives.
- .7 Shall be responsible for the pick up and return of prisoners arrested by other jurisdictions on San Francisco traffic warrants.
- .8 Shall not permit unauthorized persons to enter or visit the Warrants/Wants Division.
- .9 Shall keep his commanding officer informed of all important matters coming to his attention in the course of his duties in order to assist his commanding officer in properly fulfilling his responsibilities.
- .10 Shall submit, and require all members and police employees of his unit to submit, all reports intended to be forwarded to Departmental Headquarters, via the Director, Technical Services Bureau and departmental chain of command.

2.99 OFFICER-IN-CHARGE, COMMUNICATIONS DIVISION

- .1 Shall report to the Director, Technical Services Bureau and perform such duties as may be assigned.
- .2 Shall, subject to the orders of the Director, be responsible for the proper administration, management, supervision and functioning of the Communications Division which shall consist of the following sub-sections, and such other sub-sections as may be required in connection therewith:
 - a. TELEPHONE SWITCHBOARD - General Systems/Hall of Justice/Police
 - b. AUXILIARY CALL BOX - Police Private Ring-In System
 - c. TELETYPE - Local/Regional/State/National
 - d. SERVICE/COMPLAINT - Evaluate/Refer/Process (Internal-External)
 - e. RADIO BROADCAST - Main Operational Frequencies System (voice)
 - f. P.I.C. - (Personalized Instantaneous Communications) Portable Radio support Frequencies System (Voice)
 - g. DIGICOM/RESPOND - Computer Assisted Dispatch System (Digital)



- h. ELECTRONIC EQUIPMENT POOL - Equipment (Replacement-Maintenance)
 - i. TECHNICAL LIAISON - Allied Agencies/Public and Private/Consultants
 - j. CENTRAL MONITORING SYSTEM - Complaints/Broadcasts
 - k. CENTRAL ALARM SYSTEM - Internal/External/Direct Lines
 - l. MOBILE COMMUNICATIONS VAN - Staffing/Operation
 - m. CABLE - P.I.N. - Local/Regional Systems
 - n. DOJ - NCIC - State/Federal Systems
- .3 Shall be responsible for the training, guidance and supervision of all members and police employees under his jurisdiction. He shall establish such procedures and controls as are necessary to properly carry out his responsibilities and shall make and keep such reports and records as are necessary to effectively execute his duties.
 - .4 Shall be responsible for providing replacement equipment to operating field units or personnel from the Department Electronic Equipment Pool, maintenance thereof, and be responsible for the proper use of communication facilities of this Department.
 - .5 Shall keep proper and correct records of telephone, telegraph, teletype and radio messages sent and received under his jurisdiction and be responsible for the safekeeping and proper indexing of such records.
 - .6 Shall maintain as confidential all messages received or transmitted, reports of services and other communications coming into his division. He shall see that their contents are not divulged to, or allowed to be inspected by unauthorized persons.
 - .7 Shall maintain liaison with other related agencies or departments that would tend to facilitate the Department's objectives.
 - .8 Shall not permit unauthorized persons to enter or visit the Communications division.
 - .9 Shall keep his commanding officer informed of all important matters coming to his attention in the course of his duties in order to assist his commanding officer in properly fulfilling his responsibilities.

2.101 OFFICER-IN-CHARGE, DATA PROCESSING/SYSTEMS DEVELOPMENT DIVISION

- .1 Shall report to the Director, Technical Services Bureau and perform such duties as may be assigned.
- .2 Shall, subject to the orders of the Director, be responsible for the proper administration, management, supervision and functioning of the Data Processing/Systems Development Division which shall consist of the following sub-sections, and such other sub-sections as may be required in connection therewith:
 - a. DATA CREATION/PREPARATION/ENTRY
 - b. DATA MAINTENANCE/UPDATE/DELETION
 - c. STANDARD STATISTICAL REPORTS - Weekly/Monthly/Annually
 - d. SPECIAL REPORTING - Administrative/Staff/Operational
 - e. TRAFFIC CITATION PROCESSING
 - f. OPERATIONAL SUPPORT DATA

- g. ADMINISTRATIVE/MANAGEMENT SUPPORT DATA
- h. SYSTEMS DESIGN/DEVELOPMENT/DOCUMENTATION
- i. CABLE USER TRAINING
- j. CABLE OPERATOR TRAINING

- .3 Shall be responsible for the training, guidance and supervision of all members and police employees under his jurisdiction. He shall establish such procedures and controls as are necessary to properly carry out his responsibilities and shall make and keep such reports and records as are necessary to effectively execute his duties.
- .4 Shall be responsible for the gathering, processing and proper dissemination of statistical data and criminal information according to departmental rules and procedures, required by law and under lawful orders issued by competent authority.
- .5 Shall assist the Director and work with the Project Coordinator in the design, development and documentation of new systems applications which will promote this Department's objectives.
- .6 Shall not permit unauthorized persons to enter or visit the Data Processing/Systems Development Division.
- .7 Shall keep his commanding officer informed of all important matters coming to his attention in the course of his duties in order to assist his commanding officer in properly fulfilling his responsibilities.
- .8 Shall submit, and require all members and police employees of his unit to submit, all reports intended to be forwarded to Departmental Headquarters, via the Director, Technical Services Bureau and departmental chain of command.

2.103 COMMANDING OFFICER, SPECIAL SERVICES BUREAU

- .1 Shall report directly to the Chief.
- .2 Shall have joint responsibility with the District Station Commanders in the suppression of gambling, prostitution, pornography, lewd presentations, liquor law violations, and in conducting permit investigations.
- .3 Shall command the following divisions whose general investigative responsibilities are as follows:
 - a. Gambling Division
 - 1) Follows up on all gambling arrests and complaints.
 - 2) Initiates investigations pertaining to violations of the gambling laws.
 - b. Bar Division
 - 1) Investigates the licensing of sellers of alcoholic beverages.
 - 2) Follow up investigation of violations occurring on premises licensed in accordance with liquor laws.

c. Prostitution Division

- 1) Follows up on all prostitution arrests and complaints.
- 2) Initiates investigations pertaining to violations involving prostitution.

d. Obscenity Division

- 1) Follows up on all arrests and complaints relative to obscenity laws.
- 2) Initiates investigations pertaining to violations of obscenity laws.

- .4 Shall conduct special investigations assigned by the Chief.
- .5 Shall maintain liaison with other local, state and federal agencies concerned with gambling, liquor, obscenity and prostitution enforcement.

2.105 COMMANDING OFFICER, COMMUNITY RELATIONS BUREAU

- .1 Shall report directly to the Chief.
- .2 Shall maintain a program toward the creation of a better understanding and closer relationship between the Department and the community it serves, and promote greater cooperation and liaison between the Department and the public.
- .3 Shall be charged with informing the public more fully as to its responsibilities in the maintenance of community peace and the preservation of law and order to the end that improved community relations will increase the effectiveness of the Department through the better understanding and voluntary cooperation of the community.
- .4 The Commanding Officer of the Community Relations Bureau shall establish contact with organizations and groups within the community and hold meetings with same in order to promote the above stated objectives.

2.107 COMMANDING OFFICER, INTELLIGENCE BUREAU

- .1 Shall report directly to the Chief and be subject to his orders and direction.
- .2 Shall gather information and maintain files on known and suspected activities in the community, subversive groups, and individuals whose activities might threaten the welfare of the community.
- .3 Area of Responsibility

The Intelligence Bureau shall be responsible for the production and dissemination of information concerning the following:

- a. Espionage
- b. Labor Disputes
- c. Riots
- d. Sabotage

- e. Secret Societies
- f. Subversive Activities
- g. Treason Offenses
- h. Vice
- i. Drug Traffic

- .4 All reports obtained in the files of the Intelligence Bureau are classified. The information contained in the files cannot be released without the authority of the Chief.
- .5 Shall maintain liaison with related agencies having similar enforcement duties.

2.109 COMMANDING OFFICER, NARCOTICS BUREAU

- .1 Shall report directly to the Chief of Police
- .2 Shall be responsible for the operation and management of the Narcotic Bureau. This will include personnel as well as general administrative matters, operations and deployment of personnel.
- .3 Shall be responsible for the suppression of the unlawful distribution of narcotics, dangerous drugs and controlled substances, the elimination of vendors and addicts and the enforcement of all laws and ordinances pertaining to the illegal traffic in narcotics, dangerous drugs and controlled substances. This responsibility will include, but is not limited to:
 - a. Major case development
 - b. Special organized crime surveillance activity
 - c. Juvenile drug detection and prevention
 - d. Court liaison
- .4 Shall direct the supervision and training of undercover officers assigned to the Narcotic Bureau.
- .5 Shall maintain a working relationship with Federal, State and Local police departments having responsibilities in the area of drug control.
- .6 Shall assist other agencies in drug information and education programs, including public appearances, audio/visual presentations and public awareness discussions and is targeted in the below named general areas:
 - a. Student drug education
 - b. Parental and civic group presentations
 - c. Indoctrination for educators
 - d. Police recruit and in-service training
 - e. Industrial drug problem presentation
- .7 Shall be the Department representative to the Narcotic Intelligence Network of Northern California (NINNC).

- .8 Shall, subject to the approval and direction of the Police Commission and Chief of Police, administer the narcotic contingent fund of the Chief of Police. This fund will be used for the purchase of evidence, payment of informants and special investigative expenses.
- .9 Shall be aware of the development of scientific, technical and electronic investigative aids which may be legally utilized in narcotic enforcement.
- .10 Shall maintain membership and attend the meetings of the California Narcotic Officers Association (CNOA), International Narcotic Officers Association (INOA) and the Narcotic Intelligence Network of Northern California (NINNC).

2.111 SECRETARY, POLICE COMMISSION

- .1 Shall be the confidential representative of and report directly to the Commission. He shall conduct all interviews with persons having business to transact with his office and bring before the Commission only matters which require the Commission's attention.
- .2 Shall be the official custodian of all records, documents, and other papers of the Commission and shall be responsible for their proper filing, custody and care.
- .3 Shall transmit to the Chief all rules, orders and directions issued by the Commission affecting the Department.
- .4 Shall receive and present to the Commission all applications of members and police employees to receive rewards or presents tendered them for meritorious and extraordinary service rendered in the discharge of police duties.
- .5 Meetings:
 - a. Shall prepare a calendar of items to be heard by the Commission at its regular meeting.
 - b. Shall arrange and prepare for staff and special meetings attended by the Commission.
 - c. Shall arrange and prepare for Awards Committee meetings all applications of members to receive awards or presents tendered them for meritorious and extraordinary service rendered in the line of duty.
 - d. Shall arrange presentations of certificates of honorable service to retiring members.
- .6 In conjunction with the Permit Bureau, shall process applications of permits for vehicles for hire.
- .7 Liaison with various outside agencies who honor members of the Department who performed outstanding police work.
- .8 Receive and process all formal complaints that have been investigated and forward to the Commission for review.

- .9 Review and submit to the Commission administrative data from the Accounting Unit of Planning and Research Division, and reports regarding personnel classifications from the Personnel Bureau.
- .10 Shall receive the appeal of a member or police employee who has been given a disciplinary suspension by the Chief; advise the Commission of such appeal, and set the time of disciplinary hearing.

2.113 PUBLIC AFFAIRS OFFICER

- .1 Shall report to the Chief of Police.
- .2 Shall serve as a central source of information about the Department and as an official channel of communication between the Department and the public.
- .3 Shall bring to public attention, through the appropriate media and information programs, significant facts, opinions, and interpretations which serve to keep the public aware of the Department's policies and actions.
- .4 Shall coordinate departmental activities which affect the relations of the Department with the general public or with special public groups.
- .5 Shall collect and analyze information on the changing attitude of key public groups toward the Department.
- .6 Shall foster cooperation and mutual respect between the news media and the Department.
- .7 Shall assist the news media in their function at serious police incidents.

2.115 CAPTAIN OF POLICE

- .1 Shall have control, management and direction of the members and police employees assigned to his command and shall be responsible for the strict observance and enforcement of the rules and procedures of the Department and orders issued by competent authority.
- .2 Shall require that the duty assigned to his subordinates be fully discharged by them in accordance with the responsibilities of their respective ranks.
- .3 Shall assign all members and police employees of his command to such duties as are necessary to execute the police business under his jurisdiction.

2.117 LIEUTENANT OF POLICE

- .1 Shall, when assigned to a district, unless otherwise ordered, be detailed in charge of a platoon. He shall exercise general supervision over members and police employees and patrol special officers and instruct them in their duties. Shall, when assigned other than to a district station, be governed by the rules and procedures of the Department applicable to the unit to which assigned.

2.119 SERGEANT OF POLICE

- .1 Shall guide and instruct subordinates in the proper performance of police duty and enforce obedience to and strict observance of the rules and procedures of the Department and orders of superior officers.

2.121 POLICE OFFICER

- .1 Shall efficiently perform such duties as may be assigned.
- .2 Shall inform his superior officer at the earliest opportunity of all matters of police interest coming to his attention and that have not received the attention of some other member of the Department.

2.123 PATROL SPECIAL OFFICERS AND ASSISTANT PATROL SPECIAL OFFICERS

- .1 Shall conform to the Manual of Rules and Procedures for Patrol Special Officers and Assistant Patrol Special Officers.
- .2 Shall be subject to the supervision and/or direction of commanding and supervisory officers of the Department.

2.125 CADETS

- .1 Cadets are police employees who shall perform the duties assigned by their commanding officers and conform to the provisions of the Manual of Rules and Procedures for Police Cadets.
- .2 Shall be subject to the supervision and/or direction of commanding and supervisory officers of the Department and police officers acting in a supervisory capacity.

2.127 POLICE EMPLOYEES

- .1 Shall be administratively governed by applicable Civil Service Rules and conform to the Manual of Rules and Procedures for Police Employees of the San Francisco Police Department.
- .2 Shall perform those duties outlined in current class specifications officially adopted by the Civil Service Commission.
- .3 Shall be subject to the supervision and/or direction of commanding and supervisory officers of the Department, and police officers acting in a supervisory capacity.

COMMAND AND SUPERVISORY RESPONSIBILITIES

2.129 SUPERVISORY OFFICERS

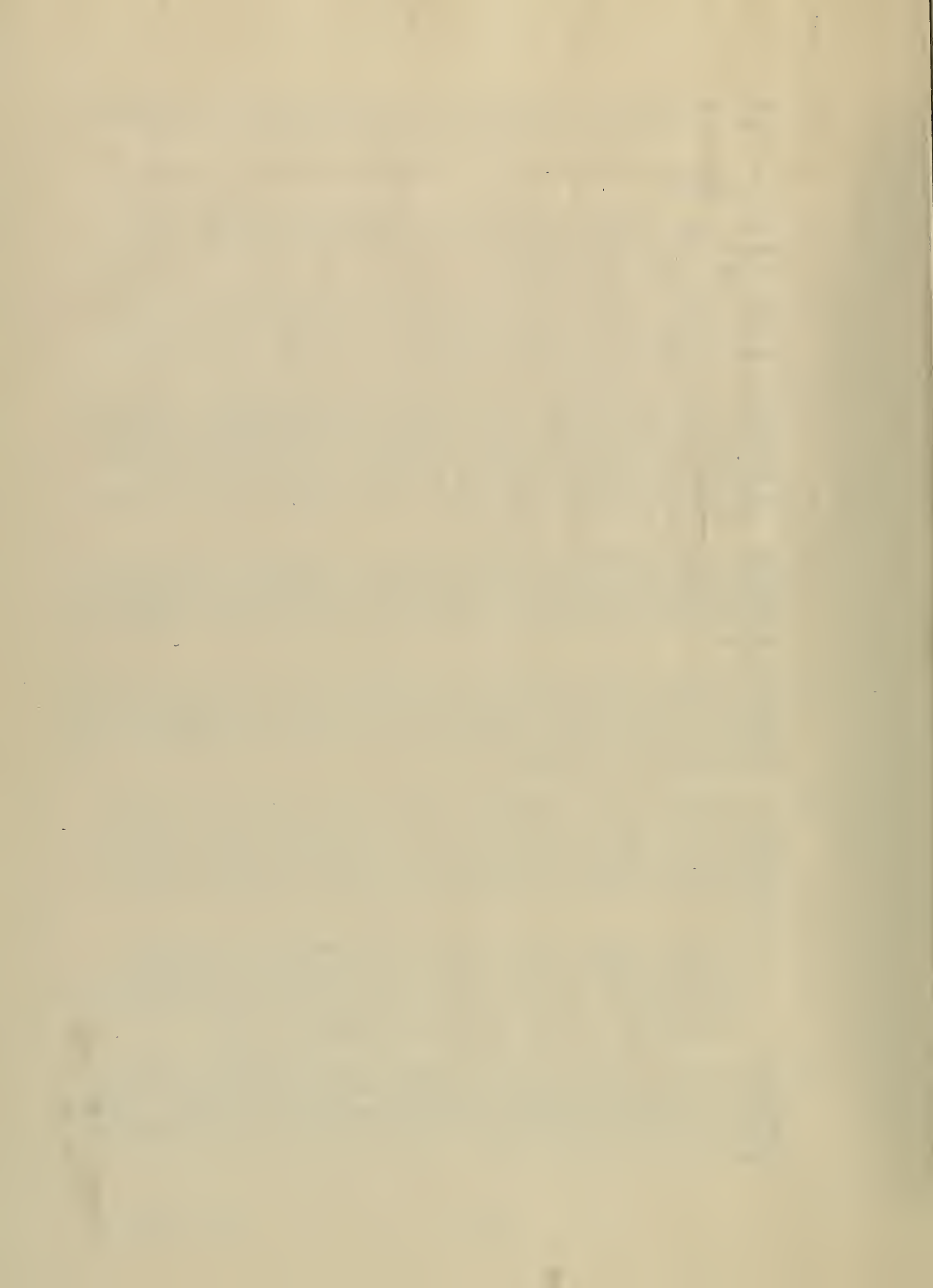
- .1 Shall set an example of efficiency, sobriety, discretion, industry and promptness.
- .2 Shall guide and instruct subordinates in the performance of their duties and shall require strict compliance with the rules and procedure manuals and orders of superior officers.

- .3 Shall not use abusive language or act arbitrarily in dealing with his subordinates.
- .4 Shall be responsible for the proper assignment and discipline of members and police employees under his command and the enforcement during his tour of duty of all penal laws, penal ordinances, and rules and procedures of the Department and the orders and instructions issued by his superiors.
- .5 Shall promptly report in writing to his commanding officer any flagrant violation by his subordinates of the rules and procedures. A copy of such report shall be forwarded to the Chief.
- .6 Shall make such reports and keep such records as are necessary to efficiently execute his responsibilities.
- .7 Shall be personally responsible for the use of correct forms and see that same are accurately and legibly completed with the necessary information regarding the incident.

2.131 COMMANDING OFFICERS

- .1 Shall immediately upon assuming command of a bureau, division, company or detail make an inspection of the police building, property and equipment as to their general condition and cleanliness and shall make an immediate inspection and inventory of all supplies. He shall submit a written report to the Chief, within one week after assuming command, indicating the results of such inspection.
- .2 Shall be responsible for the general condition, cleanliness and good order of police buildings under his control and the careful use and preservation of all Department property under his jurisdiction and shall not permit any such property to be improperly used, loaned or removed for private purposes.
- .3 Shall carry on his watch report the names of all members and police employees.
- .4 Shall assign members and police employees to duties and responsibilities within their units.
- .5 Shall be responsible for the proper maintenance of all records under his command. Shall develop and maintain a personnel folder for all members, police employees and patrol specials under his command.
- .6 When a member or police employee of his command is transferred, forward all personnel data on the member or police employee affected to the commanding officer of the unit to which the transfer is made together with watches off due and vacation period requested.
- .7 Cause all probationary members, permanent members and probationary police employees to be rated in accordance with the provisions of the procedure manual.

- .8 Have the authority to issue orders and instructions not inconsistent with the rules and procedures or orders of the Chief.
- .9 Shall arrange vacation periods for members and police employees of his command.
- .10 Shall keep a record of the residence and telephone number of each member and police employee of his command, including patrol special officers and their assistants.
- .11 Shall keep a record indicating the make, calibre and serial number of all revolvers carried by members of his command, including patrol special officers and their assistants.
- .12 Shall, when correspondence or complaints are received by him from the Chief requiring an answer, make a report in writing within three (3) days of receipt of same, show findings, and action taken, except when the order by the Chief directs otherwise. If a final report cannot be submitted within said period, a report to that effect shall be submitted to the Chief with request for an extension of time in order to complete the investigation.
- .13 Shall, when a member or police employee is separated from the Department by reason of resignation, dismissal, retirement or death, procure Department property which said member possessed and forward same to the Property Clerk together with a report indicating the articles forwarded.
- .14 When a member of his command is suspended from duty pending the filing and hearing of charges, relieve such member of his star, Department revolver, police identification card, police keys and Department property other than the Manual of Rules and uniform and hold these subject to the orders of the Chief.
- .15 If any member of his command is found unfit to exercise the duties of a police officer or is given a "disciplinary suspension by the Chief", relieve such member of his star, revolver, police identification card, police keys and Department property other than the Manual of Rules and uniform and hold these subject to the orders of the Chief.
 - a. For the purpose of this section, unfit means that the member is in such a mental and/or physical condition so as to induce a reasonable belief in his commanding officer that the member would be a danger to himself and/or to the community should he attempt to exercise his police duties and responsibilities.
- .16 In the event of the arrest of a member or police employee of his command, shall make a prompt and personal investigation of the circumstances connected therewith and report thereon to the Chief. He shall be held directly accountable for the proper conduct of the investigation.



- .17 Shall, when charges are filed by him against members or police employees, carefully investigate the matters which will be testified to by all witnesses for the prosecution, and submit to the Chief at the time of filing said charges a synopsis of the testimony expected from said witnesses.
- .18 May, subject to approval of the Chief, dispose of by reprimand, admonition or warning a minor violation of the rules or procedures by a member or police employee of his command.
- .19 Shall reply to written correspondence pertaining to the routine functions of his command.
- .20 Upon learning of the death of a member of his command killed in the line of duty, immediately notify a member of the Funeral Committee and proceed to serve as part of that committee.

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GENERAL RESPONSIBILITIES

- 3.1 GENERAL DUTIES. A member shall at all times while on duty preserve the peace, prevent crime, detect and arrest offenders and enforce all criminal laws, penal ordinances and all laws and ordinances regulating vehicular and pedestrian traffic and travel upon public highways. While off duty, a member shall take all reasonable steps consistent with Rule 4.21 to ~~4.21~~ preserve the peace, prevent crime, detect and arrest offenders and enforce all criminal laws, penal ordinances and all laws and ordinances regulating vehicular and pedestrian traffic and travel upon public highways.
- 3.3 ASSISTANCE. All members are required to take appropriate police action towards aiding a fellow peace officer exposed to danger or in any situation where warranted.
- 3.5 KNOWLEDGE OF LAWS AND REGULATIONS. Every member is required to establish and maintain a working knowledge of those laws and ordinances within the province of his responsibilities as a peace officer and of the rules, procedures, and policies of the Department. In the event of improper action or breach of discipline it will be presumed that the member was familiar with such law, ordinance, rule, policy or procedure in question.
- 3.7 OBEDIENCE TO LAWS AND REGULATIONS. Members shall observe and obey all laws of the United States, the State of California, the ordinances of the City and County of San Francisco, and the Rule and Procedure Manuals of the San Francisco Police Department.
- 3.9 PERFORMANCE OF DUTY. All members shall perform their duties as required or directed by law, Department rule, policy, procedure or by lawful order of a superior officer.
- 3.11 IMPARTIAL ATTITUDE. A member shall at all times refrain from allowing his decisions or actions to be influenced by his personal feelings, prejudices, animosities, or friendships, and shall at no time demonstrate or exhibit partiality for or against any person because of race, color, creed, or influence.

DUTY REQUIREMENTS

- 3.13 CONDUCT TOWARD SUPERIOR OFFICER. Members shall at all times address superior officers by title of rank and shall be respectful to superiors at all times whether on or off duty.
- 3.15 RESPECT FOR FELLOW OFFICERS. Members shall treat other members of the Department with respect due them as fellow officers. Members shall be courteous, civil and respectful to each other and to police employees.
- 3.17 MANNER OF ISSUING ORDERS. Orders from superior to subordinate shall be in clear and understandable language, civil in tone and issued in pursuit of Departmental business.



- 3.19 OBEDIENCE TO ORDERS OF SUPERIOR OFFICERS. A member shall strictly obey and promptly execute the lawful orders of his superior officers. In case of conflict of orders from superior officers, he shall respectfully call the attention of the superior officer giving the last order of such conflict. Should the latter not change his order it shall be obeyed and the member shall not be held responsible for disobedience of any former order in obeying said last order.
- 3.21 UNLAWFUL ORDER. No command or supervisory officer shall knowingly issue any order which is in violation of any law or ordinance or departmental rule.
- 3.23 WEARING OF UNIFORM. All members shall be in uniform while on duty, unless otherwise ordered.
- 3.25 CONDUCT TOWARD PUBLIC. A member shall, in the performance of his duties, be prompt, polite, civil and orderly in his conduct and deportment, maintain patient decorum and command of temper and refrain from the use of harsh, violent, coarse, profane or uncivil language. When requested, his name, star number, and assignment shall be given in a courteous manner.
- 3.27 DEVOTION TO DUTY. A member shall during his tour of duty devote his entire time and attention to the efficient performance of police business and shall not engage in any other business, occupation or personal matter.
- 3.29 MEMBER IN CHARGE, RANK. Unless otherwise ordered, when two or more members are on duty together, the highest ranking member present of the responsible bureau shall be in charge and be responsible for the efficient execution of the assignment.
- 3.31 MEMBER IN CHARGE, SENIORITY. Unless otherwise ordered, when two or more members of equal rank are on duty together, the senior member shall be in charge and be responsible accordingly. This does not absolve the junior man from the responsibility of performing his routine duty in the absence of orders to the contrary.
- 3.33 ASSUMPTION OF RESPONSIBILITY. A member of the Bureau of Inspectors, or other specialized unit charged with the final investigation, assigned to the scene of a crime or other incident, shall immediately assume personal charge of the investigation phase and be responsible therefore.
- 3.35 PHYSICAL FITNESS FOR DUTY. Members of the Department shall maintain good physical condition pursuant to the physical fitness requirements found within the Manual of General Procedures.
- 3.37 IDENTIFICATION AS POLICE OFFICER. Except when impractical or unfeasible, or where the identity is obvious, officers shall identify themselves by displaying the official star or identification card before taking police action.
- 3.39 REFERRAL TO CHIEF. Members shall refer to the Chief all peace officers coming to the City from other jurisdictions who require other than routine assistance of the Department. A member assigned to assist such officers shall keep the Chief informed of the details of the assignment and shall make a report of the final results.

- 3.41 RULES OF RANK. When assigned to perform the duties of a higher rank, a member shall be governed by all orders, rules and procedures affecting that rank and be responsible accordingly.
- 3.43 SPECIAL DETAIL ASSIGNMENT. A member shall, when assigned to special details, be subject to and governed by the provisions of this manual. The member shall be held strictly responsible for the success of such details, the enforcement of all criminal laws, penal ordinances, rules and procedures connected therewith.
- 3.45 TELEPHONE COURTESY. Members shall, when answering the telephone be prompt and courteous at all times. Shall give the bureau, company, division or detail and his rank and name, unless otherwise ordered. Shall not use police lines for private business nor reveal information received or transmitted over police lines except by orders of policies of the Chief.
- 3.47 GIVING DIRECTIONS. A member shall, when requested, furnish information, directions and aid to members of the public.

PROFESSIONAL AND ETHICAL CONDUCT

- 3.49 RECEIVING GRATUITIES. A member shall not, under any pretense receive, solicit, accept or share in, for this own benefit or that of others, any present, fee, compensation, gift or emolument resulting from or connected in any way with the performance of police service additional to his regular pay or compensation, except with permission of the Commission.
- 3.51 REPORT OF REWARD. A member shall, when tendered any reward or present arising out of police service rendered by him in the discharge of his duty, report that fact in writing to the Commission within twenty-four (24) hours thereafter and shall furnish the following particulars in connection therewith:
- .1 Date of tender of receipt of reward or present.
 - .2 Name and address of donor.
 - .3 Nature and extent of services rendered.
- 3.53 PERMISSION TO RECEIVE REWARD. The Commission, for police service rendered by a member in the discharge of duty, may permit the member to retain for his own benefit any reward or present or any part thereof rendered to him.
- 3.55 RELATIONS WITH OTHER DEPARTMENTS. Except for routine written correspondence and telephone messages, a member shall not communicate with other Police Departments with reference to police business, except through the Office of the Chief or upon orders of the Chief of Inspectors.
- 3.57 PRESS REGULATIONS. A member shall not furnish information regarding arrests or investigations when public interest, the apprehension of criminals or the successful solution and prosecution of criminal cases is dependent upon secrecy. When arrests and criminal investigations have reached the stage where public safety will not be prejudiced, the apprehension of criminals will not be impeded, or the investigation or prosecution will not be hindered or obstructed, information regarding the work of the Department or

- 3.57 PRESS REGULATIONS (con't.).
of the individual member may be freely given. All information proper under the rules and procedures shall be given to newspaper representatives promptly, correctly and courteously.
- A member shall extend all reasonable courtesies to members of the press on an assignment at the scene of an incident and in possession of a valid Department issued press card or while operating a vehicle displaying a valid press photographer license plate or a valid Department issued windshield identification card.
- Members shall conform to the restrictions on law enforcement officers by court decisions that statements should not be made in such a manner as to interfere with the civil rights of the defendant in his ability to receive a fair trial.
- 3.59 SECURITY OF DEPARTMENTAL BUSINESS. Members shall not furnish or cause to be furnished to any person copies of any official instruction, order or report except as required by the rules and procedures or upon order of the Commission or Chief. Nor shall members communicate, except in the performance of police duty, any information respecting any complaint made, order, rule or procedure enacted for the government of the Department.
- 3.61 CONFIDENTIAL IDENTITY OF COMPLAINANTS. Members shall not divulge, except as required by law or the rules and procedures, information received from one who seeks the aid of the Department and requests that the information furnished be confidential.
- 3.63 PUBLISHING DEPARTMENT INFORMATION. A member shall not publish or cause to be published, directly or indirectly, by private letter, or otherwise, except as required by the Chief, or the rules and procedures, any information obtained in the course of duty, which, in order to protect and insure effective police work, the efficient operation of the Department and the integrity of police service, must not be made public.
- 3.65 CRITICISM IMPAIRING DEPARTMENT OPERATION. A member shall not, while on duty, while in uniform and while holding himself out as a police officer, adversely criticize the orders, acts or measures of any Department or Official of the City and County of San Francisco, where such criticism would substantially impair his capacity effectively to perform his duties, or where such criticism would substantially impair the efficiency or effectiveness of operation of the Department involved.
- 3.67 MEMBERSHIP IN ORGANIZATIONS. Except for the Armed Forces Reserve components enumerated in the California Veterans Code, a member shall not belong to any organization, association, society or group the activities or purposes of which will in any way interfere with or control the work or services of such member in his official capacity.
- 3.69 INCURRENCE OF DEBTS. Members shall pay all charges, debts and legal liabilities incurred while connected with the Department. Members shall not incur debts or liabilities which they are unable or unwilling to discharge.
- 3.71 PAYMENT OF DEBTS. All financial claims or demands against a member shall be referred to his commanding officer:

3.71 PAYMENT OF DEBTS (con't.)

- .1 If the member admits the correctness of the claim and his legal liability to pay, he shall be given a reasonable time for payment.
- .2 If the member disputes the correctness of the claim or asserts he is not legally liable, the commanding officer shall take no further action until the claim or demand has been reduced to a final judgment.
- .3 When a final judgment is obtained, the commanding officer shall direct the judgment debtor to make provisions for its payment. A reasonable time shall be allowed for satisfaction.
- .4 If the judgment debtor refuses to satisfy the judgment or fails to do everything reasonable within his power to make payments thereon, charges shall be filed by his commanding officer.

3.73 APPLICATION TO RECEIVE FEE. A member shall within forty-eight (48) hours after tender or receipt of a fee for testifying in a criminal proceeding which fee is in excess of the legal fee set by law, or for being interviewed in connection with the taking of a deposition in a criminal or civil proceeding, make written application to the Commission to receive the fee. Receipt of such fee shall be permitted only when the following conditions have been met:

- .1 Member has been legally subpoenaed
- .2 Member testified during off-duty hours
- .3 Fee is in the form of a check made payable to the member
- .4 Fee does not exceed one day's pay

3.75 VISITING PLACE OF CRIMINAL ACTIVITY. Members shall not, except in the performance of police duty, visit any place wherein he knows or suspects that any penal statute or ordinance is being violated.

3.77 LOANING PRISONERS MONEY. Members shall not loan or give money or anything of value to persons in custody, except upon permission of the Officer-in-Charge of such persons.

3.79 ASSISTING CRIMINALS. Members shall not communicate or cause to be communicated directly or indirectly, any information which may enable a person suspected of or charged with a criminal offense to escape from arrest or punishment, or that may enable him to dispose of or secrete any property unlawfully obtained or property of evidentiary value.

3.81 COMPROMISING CRIMINAL CASES. Members shall not, directly or indirectly, be concerned in making any compromise between persons suspected of, or arrested for, crimes and persons who have suffered by their acts, with a view of permitting the persons suspected of crime to escape the penalties provided by law. Members shall immediately report to their commanding officers in writing any knowledge, or information received, that a compromise is about to be or has been made in their case.

- 3.83 INTERFERING IN CRIMINAL INVESTIGATION. A member of this Department shall not interview or intercede on behalf of any defendant or suspect in any criminal investigation or prosecution without the permission of the Commanding Officer of the bureau, division, company or detail assigned the primary responsibility for said investigation or prosecution. The Commanding Officer of the member concerned shall be notified when such arrangements are contemplated.
- 3.85 ENCOURAGING RETIREMENT. No member shall pay any sum of money or offer any other gratuity or consideration with the intent and purpose of facilitating, inducing or encouraging the retirement of any member of this Department for the purpose of achieving a higher civil service classification, rating or standing, either for himself or any other member or employee, nor shall he directly or indirectly become a party to any such transaction.
- 3.87 RECOMMENDING AN ATTORNEY. Members shall not recommend to prisoners or persons involved in accidents the name of an attorney for employment, but upon being requested shall cause to be notified any attorney such person may designate.
- 3.89 ADMISSION TO PUBLIC PLACES. Members shall not obtain or endeavor to obtain for themselves or others, by means tending to reflect discredit upon the Department, admission to public places where admission is charged.
- 3.91 TESTIMONIALS AND SUBSCRIPTION BOOKS. Members shall not, in their official capacity, bestow testimonials or collect or receive money or anything of value from any person except as authorized by Department rules. Members shall not circulate subscription papers or books or sell tickets for any person except by permission of the Commission. Nothing in this section shall prevent the Chief from authorizing the collection of a Department welfare fund or a commanding officer, by permission of the Chief, from collecting a floral fund on behalf of his bureau, company or division.

DEPARTMENT

- 3.93 UNOFFICER-LIKE CONDUCT. Any breach of the peace, neglect of duty, misconduct or any conduct on the part of any member, either within or without the state which tends substantially to subvert the good order, efficiency or integrity of the Department, or that is substantially prejudicial to the efficiency and integrity of the Department, although such offenses are not specifically defined or laid down in these rules and procedures, shall be considered unofficer-like conduct, triable and punishable by the Commission. Provided that in order to conclude that an offense constitutes unofficer-like conduct, the Commission must find a substantial and detrimental relationship between the wrongful conduct in question on the one hand, and the interests of the Police Department in its efficient and effective operation on the other.
- 3.95 SMOKING. A member shall not smoke while in uniform at any public function or any other public place except:
- .1 In an enclosed police vehicle
 - .2 When out of public view
 - .3 Meal period
 - .4 while on inside duty and not engaged in the transaction of business with a superior officer or member of the public.

- 3.97 SLEEPING ON DUTY. Members shall not sleep while on duty.
- 3.99 CHEWING SUBSTANCES. Members shall not chew any substance while in military formation or while detailed at public functions or while testifying as a witness before any court, tribunal, board or while dealing with the public or a superior officer.
- 3.101 TRANSPORTING MERCHANDISE. Members shall not, while in uniform, carry packages or merchandise, except those pertaining to police business.
- 3.103 GAME OF CHANCE. Members shall not participate in any game of chance in any bureau, company, division or detail of the Department.
- 3.105 USE OF PRIVATE AUTOMOBILE. Members shall not use a private automobile for official business while on duty, except with the permission of their Commanding Officer.
- 3.107 CONVERSING WITH PRISONERS. Members shall not, except in the performance of police duty, converse with prisoners in custody without permission from the Chief, Chief of Inspectors or his Commanding Officer.
- 3.109 INTOXICANTS ON DUTY. Members shall not, while on duty or in uniform, drink any kind of intoxicating liquor except when related to a police assignment and so directed by their Commanding Officer, or whether on or off duty be under the influence of intoxicating liquor to such an extent that they will not always be prepared to exercise police powers and be entrusted with the performance of police duty in a calm, deliberate and efficient manner.
- 3.111 INTOXICANTS IN POLICE BUILDINGS. Members shall not, except in the performance of police duty, cause or permit intoxicating liquor to be brought into a police building.
- 3.113 TRANSPORTATION OF INTOXICANTS. Members shall not, except in the performance of police duty, transport, cause or permit to be transported, any intoxicating liquor in any police vehicle.
- 3.115 CONVEYING INTOXICATED PERSONS. Members shall not, while on duty, convey, accompany or take intoxicated persons to their abodes without permission of a supervisory officer.
- 3.117 PERSONAL APPEARANCE. Members shall be neat and clean in appearance and shall maintain their uniforms and equipment in good order, ready for immediate use. The uniform shall be worn as prescribed in the Patrol Officer's Manual.
- 3.119 PERSONAL GROOMING. Male members shall be clean shaven, with hair and sideburns neatly trimmed when reporting for duty, except that mustaches shall not extend more than one quarter (1/4) inch beyond the corners of the mouth nor shall they extend below a line horizontal with the corners of the mouth more than one quarter (1/4) inch. Sideburns shall be neatly trimmed and shall not exceed one (1) inch in width, shall not extend below the bottom of the earlobe and shall end with a clean shaven horizontal line. Hair shall be neat, clean, trimmed and present a groomed

3.119 PERSONAL GROOMING (con't.)

appearance; hair shall not touch the collar except for the closely cut hair at the back of the neck. The neck hair may be blocked or tapered. Side hair shall be trimmed so as to conform to the contour of the head. Moderate "Afro" type haircuts are permitted if they qualify within the limits described above. Beards, goatees, or other facial hair not specifically provided for above shall not be permitted.

3.121 PARTICIPATION IN ATHLETIC EVENTS. Members shall not, without permission of the Chief, actively participate in public athletic contests where admission is charged.

3.123 BORROWING FROM BOND BROKERS. Members shall not borrow money or become indebted in any way to any person engaged in business as a bail bond broker. This does not prohibit a member under arrest and incarcerated from procuring the service of a bondbroker in order to secure his release.

3.125 INFORMATION TO BOND BROKERS. Members shall not furnish information to bail bond brokers or to their servants, agents or employees regarding persons arrested; or any investigation made or to be made; or any activity carried on or about to be carried on by the Department except such as may be required by law. Nor shall a member recommend a bail bond broker to a prisoner.

3.127 READING NEWSPAPERS. Members shall not, in a business office or other place open to public view, or while in uniform on a public street or in a public place, read a newspaper, or other literature except in the discharge of duty.

3.129 CIVIL ACTIONS. Members shall not serve a subpoena, summons or other paper in a civil action nor render any assistance in such a case; provided, however, that where a crime is committed under circumstances authorizing an arrest, said arrest may be made notwithstanding the fact that the background of said crime may also involve a civil dispute.

3.131 BRINGING SUIT. Members shall not bring suit against any department, tribunal or commission of the City and County without first notifying the Commission nor shall members commence suit for the collection of damages sustained in the discharge of police duty without first notifying the Commission.

3.133 RIGHT TO APPEAL. Any member suspended because of a disciplinary suspension by the Chief shall have the right to appeal to the Commission. Procedures regarding such suspension appear in the Manual of General Procedures.

3.135 RESPONSIBILITY FOR DEPARTMENTAL PROPERTY. Members shall be held responsible for the proper care, maintenance and service of all departmental properties assigned to their use, and shall promptly report in writing to their commanding officer the loss, damage or unserviceable condition of same.

3.137 REMAIN IN CITY. A member while on duty shall not leave the confines of the City and County without the permission of his commanding officer except in case of emergency or authorized police business.

- 3.139 SIMULATED SICKNESS. A member shall not absent himself from duty on account of sickness or disability which is simulated. A member shall not attempt to mislead or deceive his attending physician or the Medical Director.
- 3.141 LEAVE THE STATE. A member shall not leave the state of California for any reason whatsoever without first obtaining express permission from the Chief.
- 3.143 USE OF ELECTRONIC TAPING EQUIPMENT. No member shall use any electronic taping equipment or device, tape recorder or other similar apparatus in the scope and pursuit of police duties wherein any party being recorded or taped is not informed or made aware that his vocal communication is being taped or recorded, unless the use of such equipment or device for the taping or recording of a particular communication had been previously authorized in writing by the member's commanding officer.

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CHAPTER 4

UNIFORM AND EQUIPMENT REGULATIONS

4.0

UNIFORM REGULATIONS

4.1 PERSONAL UNIFORM SUPPLIED BY THE CITY. The regulation uniform for members shall, subject to budgetary provisions, be furnished by the City as needed and shall consist of:

- .1 Cap, cap shield
- .2 Necktie
- .3 Shoulder patches
- .4 Shoes, boots
- .5 Leather gloves
- .6 Safety eye glasses
- .7 Rain overlay, rain pants, rain jacket
- .8 Rubber overshoes, rain cap cover
- .9 Service suit and nylon jackets
- .10 Trousers, riding breeches
- .11 Leather jacket, insignia
- .12 Belt, dress coat, shirt, socks
- .13 Eisenhower Jacket
- .14 Handbag (female members only)
- .15 Rain jackets and rain pants
- .16 Coat, skirt (female members only)

Any equipment herein specified which is not provided by the City shall be provided by the member at his own expense.

4.3 WEARING OF UNIFORM. All on-duty members shall be attired in regulation uniform including insignia except as otherwise provided by departmental order or orders of a commanding officer. A member shall not wear his uniform when not on duty unless authorized by a superior officer.

4.5 INSIGNIA OF RANK. The departmental rank of officers shall be indicated by the insignia specified in the Uniform and Equipment Specifications which shall be kept on file in the office of the Police Commission and the Bureau of Personnel.

4.7 DISPLAY OF BADGE. While in uniform the badge shall be displayed on the outermost garment over the left breast. On service suits, authorized cloth replica of the police badge may be worn.

4.9 JEWELRY AND PERSONAL ORNAMENTS. Members shall not wear jewelry or personal ornaments affixed to any part of the uniform or equipment except those authorized.

EQUIPMENT REGULATIONS

4.11 PERSONAL EQUIPMENT SUPPLIED BY CITY. Members shall, subject to budgetary provisions, be furnished by the City with the following items of equipment as needed:

- .1 Regulation revolver and holster
- .2 Cartridges and cartridge container
- .3 Handcuffs and handcuff holder

- .4 26" Baton and ring holder
- .5 Whistle
- .6 Flash light
- .7 Star
- .8 Memorandum Book
- .9 Street guide

Any equipment herein specified which is not provided by the City shall be provided by the member at his own expense.

4.13 EQUIPMENT, ON DUTY IN UNIFORM. Members shall, while on duty in uniform, be equipped with the following:

- .1 Star
- .2 Loaded regulation revolver (minimum 4 inch) except that commissioned officers while wearing the official dress uniform may be equipped with a loaded revolver with a minimum length of two inches.
- .3 Cartridge container with twelve (12) cartridges.
- .4 26" Wooden baton
- .5 Handcuffs
- .6 Signal box key
- .7 Whistle
- .8 Flash light in good working condition
- .9 Memorandum book
- .10 Traffic citation book
- .11 Street guide
- .12 Department identification card
- .13 Warning card setting forth individual's legal rights
- .14 Fountain or ball point pen
- .15 Watch

Omission of one or more of the items specified above must be approved by a superior officer and then only for an exceptional police purpose.

4.15 REGULATION REVOLVER. The regulation revolver shall be a Colt or Smith and Wesson .357 caliber.

4.17 AMMUNITION. Only unaltered factory loaded ammunition may be used in the department issued regulation revolver. All altered, modified or increased load ammunition is specifically prohibited.

4.19 EQUIPMENT, ON DUTY IN CIVILIAN DRESS. Members shall when on duty in civilian dress be equipped with the following:

- .1 Star
- .2 Loaded regulation revolver (2 inch, .38 special or .357 permissible)
- .3 Whistle
- .4 Handcuffs
- .5 Signal box key
- .6 Department identification card
- .7 Warning card setting forth individual's legal rights

- 4.21 EQUIPMENT, OFF DUTY. Members shall, when off duty, have the option of being equipped with the following:
- .1 Star
 - .2 Revolver (2 inch permissible)
 - .3 Whistle
 - .4 Handcuffs
 - .5 Signal Box Key
 - .6 Department identification card
 - .7 Warning card setting forth individual's legal rights.
 - .8 Member exercising above option shall equip himself with his star and police identification card, if he carries his revolver.
- 4.23 HELMET AND BATON. When necessary, members shall be issued a helmet and baton which, upon order by a superior officer, shall be worn or kept in the immediate possession of the member.
- 4.25 MAINTENANCE OF UNIFORM AND EQUIPMENT. Members shall maintain uniforms and equipment in serviceable condition. Uniforms shall be clean, pressed and shall not be noticeably patched, torn or frayed. Shoes, leather and metal equipment shall be polished.
- 4.27 LOANING OF UNIFORM OR EQUIPMENT. Members shall not loan any part of their equipment or uniform to anyone without the permission of their supervisory officer.
- 4.29 LOSS OF UNIFORM OR EQUIPMENT. Members shall be responsible for the safe-keeping and authorized use of their uniform and equipment and shall promptly make a written report of the loss of any such uniform or equipment.
- 4.31 UNIFORM AND EQUIPMENT SPECIFICATIONS. No uniform, equipment or weapon shall be worn unless it is prescribed by and conforms with the specifications as set forth in the Uniform and Equipment Specifications which shall be kept on file in the Office of the Police Commission and the Bureau of Personnel. Uniform, equipment and regulation revolver shall be worn in the manner prescribed in the Patrol Officer's Manual.
- 4.33 UNIFORM AND EQUIPMENT INSPECTIONS. Commanding Officers and supervising officers shall, from time to time, make a personal inspection of personnel under their command as to their personal neatness and to ascertain if the personnel are equipped as required. Proper action shall be taken if the personnel are not so equipped.
- 4.35 THE BACK-UP GUN. A second gun may be carried by any member of the Department. It shall be carried concealed and used in emergencies only. The member shall be proficient in the use and functioning of his back-up gun prior to carrying it. It shall not be a fully automatic firing weapon.
- 4.37 PROHIBITED USE OF UNIFORM. Wearing of the San Francisco Police uniform is prohibited under the following circumstances:
- .1 During or in connection with furtherance of private employment or commercial interest when inference of official sponsorship for the activity or interest would be drawn.
 - .2 Under circumstances which would bring discredit upon the Department.

.3 When participating in activities such as public speeches, interviews, picket lines, marches, rallies, or any public demonstrations, which may imply official sanction, unless authorized by the Chief.

.4 When off duty.

4.39 INSPECTION OF FIREARMS. The officer-in-charge of the Police Range shall arrange for the inspection of all Department owned firearms assigned to the bureaus, companies, divisions and details. The inspection shall be made monthly and shall be for the purpose of cleaning, oiling and making necessary repairs so that Department firearms will be in operating condition at all times.

Firearms shall also be inspected by the bureau, division, company and detail "Weapons Officer" in the manner prescribed in the Manual of General Procedures.

4.41 CLEANING OF FIREARMS. After each firing members shall thoroughly clean the regulation revolvers. It shall also be cleaned after exposure to inclement weather and to remove fingerprints and perspiration stains.

4.43 DISPLAY OF FIREARM. Members shall not unnecessarily display any firearm in any public place or carelessly handle a firearm at any time.

4.45 ALTERATION OR REPAIR OF FIREARMS. No alteration or repair shall be made to any Department firearm except by Police Range personnel. No weapon of any type used by any member shall be altered to have a trigger pull of less than 3 pounds pressure when fired single action.

USE OF FIREARMS

4.47 A member shall not discharge firearms in the performance of his police duties except under the following circumstances and after all other reasonable methods and/or procedures of apprehension and control have failed.

.1 In the necessary defense of himself when he has reasonable cause to believe that he is in imminent danger of death or serious bodily injury.

.2 In the necessary defense of another person when he has reasonable cause to believe that he is in imminent danger of death or serious bodily injury.

.3 To effect the arrest when the member has reasonable cause to believe that the suspect has committed or attempted to commit a felony involving the use or threatened use of deadly force, or when the member has reasonable cause to believe that a substantial risk exists that the person to be arrested will cause death or serious bodily harm if his apprehension is delayed, and only after all other reasonable means of apprehension and control have been exhausted.

.4 To kill a dangerous animal or one that is so badly injured that humanity requires its removal from further suffering and other disposition is impractical.

- .5 To give an alarm or to call for assistance for an important purpose when no other means can be used.
- .6 For target practice at an approved range.
- 4.49 Firearms shall not be discharged under the following circumstances:
 - .1 As a warning.
 - .2 At or from a moving vehicle unless the circumstances come within the provisions of Rule 4.47, subdivisions .1, .2 or .3, and the member reasonably believes that firing into or at such vehicle will not endanger other persons.
 - .3 In all misdemeanor cases.
 - .4 When in doubt.
- 4.51 A member shall not draw a firearm in any public place except in the line of duty or for inspection by a superior.
- 4.53 A member shall not fire at persons known to be or suspected of being juveniles (persons less than 18 years of age), except under the circumstances which come within the provision of Rule 4.47, subdivision .1, .2 or .3.
- 4.55 A member shall file a written report through proper channels to the Chief immediately following the purchase, replacement, loss or other disposition of his firearm and shall list a complete description including the serial number. A report concerning the loss or theft of a firearm shall include all facts surrounding such loss or theft.
- 4.57 The following procedure shall be followed when firearms are discharged (except at an approved range).
 - .1 Whenever a member discharges his firearm, he shall verbally notify the station keeper of the district in which the firing occurs without unreasonable delay.
 - .2 The member who discharged his firearm shall file a written report of the incident through proper channels to the Chief prior to the conclusion of his tour of duty, and a copy shall be forwarded to the Officer-in-Charge, Legal Office.
 - .3 If the member who discharged his firearm is hospitalized or fatally injured and therefore incapable of filing the written report required in subdivision .2 of this rule, the Officer-in-Charge of his station or bureau shall file as complete a report as possible on the shooting pending further departmental investigation.
 - .4 Each discharge of firearms shall be investigated personally by the Officer-In-Charge of the member involved.

- .5 After conducting a thorough investigation of the circumstances attending the discharge of firearms, the Officer-in-Charge shall submit a detailed report of the results of the investigation through proper channels to the Chief. The report shall contain the observations and conclusions of the Officer-in-Charge as to whether the discharge was justified and in accordance with departmental rules and procedures.
- .6 The Commanding Officer of the member shall submit a covering report to the Chief with the investigation report of the Officer-in-Charge. His report shall contain his own conclusions and recommendations as to what further action, if any, should be taken in the matter. He shall recommend disciplinary action or suspension, if warranted.

4.59 There is established in this Department a Weapons Discharge Board whose duty it shall be to review the circumstances attending each discharge of firearms (except at approved range) by a member of the Department and to submit a written report to the Chief with their conclusions and recommendations. The Chief shall make the decision as to whether disciplinary action is to be taken against the officer involved. In the event the Chief decides against disciplinary action, the investigation report shall be forwarded to the Police Commission who may conduct a hearing on the incident in compliance with the provisions of Section 8.343 of the Charter.

- .1 Membership of the Board:
 - a. Director of Personnel (Chairman)
 - b. Supervising Captain of Districts
 - c. Chief of Inspectors or Captain of Inspectors
- .2 If called by the Board, the member's Commanding Officer shall be present at the hearing in an advisory capacity.
- .3 Meetings of the Board shall be called by the Chairman from time to time within a reasonable time after the report of a firearm discharge comes to his attention.
- .4 The Board shall make and/or receive recommendations for the modification of the Department's firearms use policy and shall make recommendations concerning training necessary for the effective implementation of such policy.

4.61 A member of the Department whose use of firearms or other weapons results in the death of another shall automatically be suspended from his regular assignment and placed in a special duty status, with full pay and full benefits, and he shall not be returned to regular duty until a final determination has been made regarding the homicide.

- .1 While on this special duty status, he shall be detailed to cooperate fully with the Departmental personnel assigned to investigate the circumstances connected with the death.

MOTOR VEHICLE ACCIDENT, MEMBER INVOLVED

- 4.63 A member shall, if involved in a motor vehicle accident within the boundaries of the City and County of San Francisco while on duty, or operating, or in control of a Department vehicle, remain at the scene of such accident, except in cases of extreme necessity, and notify or cause to be notified, the Officer-in-Charge of the Enforcement and Investigation Division of the Traffic Bureau without unnecessary delay and cause the appropriate reports to be made.
- .1 If the motor vehicle accident occurred outside of the boundaries of the City and County of San Francisco while the member was operating or in control of a Department vehicle, said member shall, as soon as possible, submit a "damage to Department property" report to his Commanding Officer.
- 4.65 A member shall, if involved in a motor vehicle accident within the boundaries of the City and County of San Francisco while off duty, notify or cause to be notified, the Officer-in-Charge of the Enforcement and Investigation Division of the Traffic Bureau without unnecessary delay and cause the appropriate reports to be made, under the following conditions:
- .1 The member is operating a motor vehicle wherein such vehicle is other than legally and correctly parked, or,
- .2 If injury or death occurs, or,
- .3 If damage occurs to the property of any one person in excess of two hundred dollars. (Calif. Vehicle Code section 16000)
- 4.67 A member shall, if involved in a motor vehicle accident outside ~~the~~ boundaries of the City and County of San Francisco whether on or off duty, comply with the statutory provisions, governing said accident, of the jurisdiction in which the accident occurred.
- 4.69 The Officer-in-Charge of the Enforcement and Investigation Division upon receiving notification of a motor vehicle accident involving a member, whether on or off duty, shall immediately notify the Commanding Officer or Officer-in-Charge of the unit to which the member is assigned. In the event that the unit is closed, then the Operations Center shall be notified.
- .1 The Commanding Officer or Officer-in-Charge, so notified, shall assign a member, superior to the member involved in the accident, if possible, to the scene of the accident to determine whether the member involved has violated any provision(s) of the rules and procedures of this Department.
- .2 The assigned member shall submit a written report of his findings to his commanding officer; this report shall be directed without delay through proper channels to the Department Safety Officer with copies for the Police Garage and Bureau of Personnel. If a Department vehicle is involved, copies of the "damage to Department property" report shall be forwarded in the same manner.

.3 The investigation of the accident proper shall be the responsibility of the Enforcement and Investigation Division. A copy of said investigation report shall be forwarded to the Department Safety Officer.

4.71 Except in cases of emergency, when a Department vehicle is involved in an accident within the boundaries of the City and County of San Francisco, such accident shall be investigated by the Accident Investigation Detail.

.1 A SFPD 34 shall be completed including a diagram (SFPD 343).

.2 Photographs shall also be taken.

